

## **Events & Operations Manager**

### **About Positive Money**

Positive Money is a fast-growing organisation that combines the activities of a think-tank, pressure group, and international movement. Our mission is to restore democratic control and transparency over the creation of money. Current monetary policy and the money system cause a wide range of economic, social and environmental problems; most notably house price bubbles, high levels of debt, and rising inequality. Our vision is a fair, democratic, and sustainable money system.

### **About the role:**

As Positive Money grows we have more operational and administrative processes that require dedicated management. We are looking for a highly efficient, well-organised administrator to join the team and support the smooth running of the operations of the organisation. The role will require the effective management of multiple projects; from event logistics to the implementation of new policies e.g. a health and safety policy to managing our grant reporting deadlines.

### **About you:**

You'll be a highly efficient administrator with experience of managing logistics and supporting senior-level staff. Positive Money is a small team that works closely together, so you will also be someone who enjoys and is very capable at juggling multiple projects and chipping in where help is needed.

### **Key responsibilities:**

- End-to-end event logistics; identifying and securing venues; securing and managing event suppliers
- Managing and organising events, including, conferences, roundtables, festival stalls and supporter meetings
- Management of Positive Money grants with support of Chief Operating Officer, including tracking expenditure and budget reporting to funders
- Manage donor database including cancelling donations, tracking new and increased donations, updating details in Blue State Digital, dealing with direct debit / Paypal changes upon donor requests, and emailing donors where necessary. Training would be provided
- Oversee and ensure the effective maintenance of all IT equipment including printers and computers, servers, telephones, faxes and photocopiers, and other equipment
- Work with the Chief Operating Officer to ensure policies and procedures are kept up to date and adhered to
- Maintain and develop administration systems
- Schedule board, team and advisory meetings, and ensure agendas and minutes are written up
- Organising all staff travel and accommodation
- Manage day to day relationships with suppliers, office supply purchasing including insurance, and petty cash system

- Manage the office and common filing systems
- Administrative support for recruitment campaigns when needed
- Administrative support to the Executive team as required
- Supporting local group network e.g. supplying resources

## **Person specification**

### **Experience and skills**

- Experience as a Team Administrator, Personal Assistant, Executive Assistant, or equivalent
- Strong administration skills
- Experience of organising events
- Ability to work to tight and conflicting deadlines
- Ability to prioritise effectively and juggle a range of projects
- Ability to liaise with various stakeholders
- Excellent time management, project management and forward planning
- Proven ability to set up, develop and maintain effective systems
- Excellent organisational skills, a systematic approach and good attention to detail
- Excellent verbal and written communication skills in English
- Familiarity with IT systems including contact databases, electronic files, Dropbox, mail merge software; confidence to become proficient with new IT systems
- Proficiency in using office software: Microsoft Office Suite or equivalent, email, web browser, managing files and folders etc.
- Ready to get stuck in and undertake a wide range of tasks
- Plenty of initiative, flexible and adaptable
- Supportive of the aims of Positive Money

### **Values and behaviours**

- Be committed to our vision for a fair, democratic, and sustainable money system
- Enjoy working with a high level of autonomy, trust, and open-mindedness
- Be committed to working in an innovative and collaborative way
- Friendly and professional manner
- High degrees of maturity and able to respond positively in pressured situations
- Ability to work well alone or within a team, as required, and be self-motivated
- Ability to multitask and manage interruptions
- Ability to work in time-pressured situations and to meet deadlines
- Be self-reflective with a high degree of empathy and self-awareness

### **Terms and conditions**

**Contract:** The role is for an initial fixed term of 1 year with a 6-month probationary period.

**Salary:** £25,000-30,000 pro rata + 8% pension contribution.

**Reporting to:** Chief Operating Officer, Positive Money

**Hours:** 21-35 hours per week (or 3-5 days); the post holder would be expected to work the occasional evening or weekend for time off in lieu. 2 – 6 weekends a year may be affected.

**Holiday:** 25 days per year (or pro rata if less than full-time) in addition to statutory holidays.

**Location:** The role is based at 303 Davina House, 137-149 Goswell Road, London, EC1V 7ET with occasional work away from home and outside normal office hours.

## **Application process**

Please send a CV (max 2 pages) & cover letter (max 2 pages) answering the questions below to [recruitment@positivemoney.org.uk](mailto:recruitment@positivemoney.org.uk)

- Why do you want this role?
- What skills and experience do you have that make you suitable to apply for this role?  
Please address your answers toward the responsibilities described above

**Closing date for applications:** (EXTENDED) 8am, Monday 4<sup>th</sup> June

**Interviews:** Thursday 7<sup>th</sup> June and week commencing 11<sup>th</sup> June

*If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.*

*Positive Money is committed to providing equal opportunities for everyone regardless of their background. We welcome applications from everyone irrespective of gender, sexual orientation, disability and ethnicity but, as women and Black, Asian and minority ethnic people are currently under-represented within the Positive Money network, we would encourage applications from members of these groups.*

If you have any queries about the role and would like to have an informal chat - we would love to talk to you. Please contact Positive Money's Chief Operating Officer, Paul Delaney on 020 7253 3235 or [paul.delaney@positivemoney.org.uk](mailto:paul.delaney@positivemoney.org.uk). Please note that Positive Money can only accept applications from individuals with the right to work in the UK.