



Job Advert | Operations Assistant

Role: Operations Assistant

Location: Hybrid, but with ability to travel to London regularly.

Salary: Within Grade 1 of Uplift's payscale - From £36,753 to £42,283

Hours: Full time. Standard working hours 9.00 - 17.30

Length of contract: Full-time, one-year contract with high likelihood of renewal.

Benefits: Annual Professional Development Allowance, Employee Assistance Programme, home office set up allowance, consideration of flexible working requirements and work/workplace adjustments, and organisational focus on employee wellbeing

Starting date: ASAP

Closing date: Wednesday 24th June, 11pm

Proposed interviews: w/c 6th July

About Us

Uplift supports efforts to create a rapid and fair transition away from oil and gas production in the UK. We urgently need to phase out oil and gas drilling to stay within safe climate limits. Yet, despite having renewable resources in abundance, the UK remains Europe's second largest oil and gas producer.

We can and must be ambitious about moving past oil and gas production, while empowering and supporting workers and communities who rely on the industry for their livelihoods.

Working with everyone from policy-makers and Parliamentarians, to academics and campaigners, Uplift undertakes research, analysis and campaigning to support a rapid and fair transition away from oil and gas production in the UK.

The Role

We are looking for an Operations Assistant, to support the Executive and Operations team in administrative and travel support delivering campaigns to accelerate a fair phase-out of oil and gas in the UK.

We have grown rapidly as an organisation over the last five years and are looking for a new member of the team to provide cross-organisational support as we head into the next phase of our development.

We're looking for someone with energy and enthusiasm to provide comprehensive executive support to the Executive Director, and support to underpin the smooth running and efficiency of our operations. It is a varied role that will suit a versatile and strong "generalist" who can handle complexity and is proactive and resourceful.

You will work closely with the Executive Director and Operations Team across a wide variety of tasks and responsibilities.



Core responsibilities will include:

Leadership Support

- **Travel support** - Manage bookings, logistics, and expense claims.
- **Diary management and logistics** - Coordinate meetings, appointments, and briefing materials.
- **Accountability** - Manage external communications and ensure timely responses.

Operations and Administration

- **Travel and Accommodation** - Support arrangement of travel bookings
- **Information Management** - Maintain effective filing and information management systems.
- **Team Coordination** - Support arrangement and facilitation of team meetings.
- **Communications** - Serve as primary contact for external enquiries.
- **General Admin** - Handle ad hoc requests, including through the Uplift Operations Helpdesk.

Human Resources

- **Recruitment** - Manage job adverts, schedule interviews, and respond to applicants.
- **Contract Administration** - Issuing of and filing contracts.
- **HR System Operation** - Support the management of the in-house HR system.

Office Management

- **Relationship management** - Act as the main contact for the office provider.
- **Office Equipment and Facilities** - Oversee office equipment maintenance.
- **Coordination of the Office Working Group** - Act as the official Operations team representative.

Please see the job description for the full core responsibilities.

Application

To apply for this role, [please submit a job application form via this link](#) which will be reviewed by our Careers Team.

Please do not send your application via email.

Accessibility and Anti-Oppression are at the core of Uplift's values and therefore we strongly encourage applications from candidates whose backgrounds or accessibility/support needs mean they have been traditionally under-represented in the climate and environment sector.

Therefore [we also encourage candidates to complete our equal opportunities monitoring form](#). Questions are optional and your answers will be treated confidentially and will in no way affect your application. This form is received separately from your application when we receive it and does not form



any part of the shortlisting or interview process.

Should you have any specific questions you wish to discuss about your application then send an email to careers@upliftuk.org.

If you are unsure if you meet the requirements or feel you will be disadvantaged by the process then please email us at careers@upliftuk.org so we can see how we might provide support.

Unfortunately, we can only consider candidates who are already eligible to work in the UK.

Strictly no agencies.