Part-time Operations Coordinator

Job Description and Person Specification

Summary

Role: Part-time Operations Coordinator (freelance – 22.5 hours per week/approximately 3 days per week)

Contract period: 12 months (with the possibility of extension)

Location: Home-based and Oxfordshire

Pay: £27,850 per annum pro rata

Reports to: CEO

Background

Sundial Centre for Education on Harmful Practices ("Sundial" previously called Oxford Against Cutting) delivers high quality education and training on harmful practices, such as female genital mutilation (FGM), 'honour'-based abuse (HBA) and online harms. We offer safeguarding training for teams of professionals such as teachers, police and social workers. We also deliver lessons in schools, as well as workshops for community groups. We ensure people from FGM- and HBA- affected communities and young people are at the forefront of our work and our workshops are often delivered with facilitators with lived experience.

We are currently seeking an Operations Coordinator to provide professional and efficient and specialist administrative support.

Job description

- To contact with schools and relevant institutions to promote Sundial's training and workshops
- To liaise with schools/organisations and facilitators to coordinate bookings of Sundial's training and workshops, including logistics and timetables

- To organise team meetings
- To draft invoices and maintain records
- To assist with keeping contact databases and records up to date
- To draft, type and dispatch charity office correspondence
- Maintain the bookings calendar
- Maintain DBS, safeguarding and training records
- To assist in scheduling social media posts
- To support the CEO and Research & Operations Manager where appropriate
- To attend regular meetings as required

Personal specification

- Self-starting, hardworking and committed to tackling harmful practices
- Methodical, detail-oriented, with genuine passion for administration work
- Excellent writing skills and good telephone manner
- Good written and verbal communication skills
- Time management and organisational skills to be able to deal with multiple tasks and a range of priorities
- IT skills – competent in Microsoft Office applications of Word, Powerpoint and Excel and able to use Mailchimp, Canva and Word Press
- Previous experience dealing with finance processes (desirable)
- Previous experience working in the charity sector (desirable)

How to apply:

Please send your CV and a covering letter explaining your interest in the issues that the charity addresses and your relevant experience. Please also ensure your CV includes details of two referees. We will not contact your referees prior to interview.

We strongly encourage applications from people from minoritised communities and people from FGM- and HBA-affected communities.

Applicants called to interview will be invited to complete a written task.

The appointment is subject to an enhanced DBS check and references.

Please submit your application to the Sundial recruitment team at:
recruitment@sundialcentre.org by **midday, Friday 11th September.**
Interviews will take place on 24th & 25th September.