

Information pack

# Operations officer (o.6FTE)

July 2026

Closing date: 10am, Monday 10 August 2026

Interview date: Tuesday 18 and Wednesday 19 August 2026

## **1) About Green Alliance**

Green Alliance is an independent charity, think tank and advocate committed to achieving a greener, fairer future for the UK. We believe that ambitious political leadership is essential for meaningful environmental change at the speed and scale necessary.

We play a central role in shaping the natural environment, climate and resources agendas in the UK and are known for our cross party influence and the clarity of our insights.

The high quality of our work, our experienced team and our collaborative approach have enabled us to develop excellent relationships at the highest level, with political parties, businesses, NGOs and academia.

### **About Green Alliance: culture and values**

We are committed to achieving positive outcomes for the environment. To do so successfully, we aim to create a supportive, inclusive and collaborative working culture that allows our staff to reach their full potential.

In our work to deliver ambitious leadership for the environment we are guided by the following values:

#### **We are optimists**

Grounded in evidence, we are ambitious about the change we can secure and persistent in pursuing it. We believe our vision of a UK where people and the environment thrive together is achievable.

#### **We are collaborative**

We are deeply invested in a strong and broad ecosystem calling for progress. We collaborate across sectors to design and implement winning strategies.

#### **We are impact focused**

We secure impact by focusing on real world outcomes. We are responsive, flexible and adapt our approaches towards the most impactful ways of securing change.

#### **We embrace complexity**

Environmental issues are inherently complex and inseparable from other important issues, including social impacts. We address this complexity head on, bringing clarity and direction through our work.

#### **We are inclusive**

We will strive to increase our own diversity and will ally with, support and learn from diverse voices and communities. An inclusive approach is essential to our success.

### **About Green Alliance: vision and strategy**

Our vision is for a UK where people and the environment thrive together.

We work to secure the political leadership that is needed to address the climate and nature crises. We advocate ambitious, achievable environmental solutions based on robust analysis and evidence. As well as immersing ourselves in achieving impact today, we look to the future to

create the context for addressing the hardest to tackle environmental issues. We build a credible case for change by working with politicians, academics, businesses and environmental experts.

**Research and insightful analysis:**

We provide evidence and improve understanding of complex environmental challenges and demonstrate practically how to overcome them.

**Advocacy:**

Our advocacy, based on expert insights, drives greater political ambition, shapes the agenda and improves environmental outcomes.

**Convening with a purpose:**

We forge constructive alliances to raise political ambition and secure progress. We convene through formal coalitions, informal networks and high profile events.

## **2) Equity, diversity and inclusion**

To achieve a green and prosperous UK for all, we aim to develop policy solutions that create a better future. As well as the environment, we will consider people and social justice when designing environmental policies to bring about a fair green economic transition.

We believe that an inclusive culture is fundamental for people to thrive and feel valued and recognised. We value a diversity of perspectives and lived experience which enhances our organisational culture and our creative policy thinking. We value the breadth of lived experience of our staff and support people to thrive.

The environmental and think tank sectors are among the least diverse workplaces in the UK. We are committed to changing that, in both the way we operate and by exercising our influence.

We believe making progress on equity, diversity and inclusion (EDI), including our commitment to anti-racism, is essential to our success and we recognise that this is a continuous process of improvement and learning.

We encourage applications from all sections of society, particularly those from working-class backgrounds and people of colour who are under-represented in the environment and think tank sectors, to help us achieve our vision of a green and prosperous UK for all.

We reimburse travel expenses for candidates that attend our office for an interview.

**Demographic monitoring**

When you apply for a job with Green Alliance, you will be invited to fill in an equal opportunities monitoring form. This data is collected anonymously and is automatically separated from your application documents. We would be very grateful if you would complete the form as that will help us monitor the effectiveness of our recruitment approach.

**Applicants who require reasonable adjustments**

Please contact us at any stage if you have specific requirements which would enable you to participate fully in the recruitment process. For example, you might like more information about access to our office. Please email Jenny, our Operations director, on [jbaker@green-alliance.org.uk](mailto:jbaker@green-alliance.org.uk). If we offer you an interview, we will also ask you if you need any reasonable adjustments.

### **3) The role**

#### **Summary of the role**

We are looking for an enthusiastic and experienced administrator who will enhance the smooth running of Green Alliance through working across our HR, office and IT support functions. We need someone who is efficient and resourceful with a calm, friendly and flexible approach.

You will have excellent interpersonal skills, able to build positive relationships with people at every level, and experience of working in a busy office environment. You will be highly organised and able to solve problems by using your own initiative. You will help to build an effective and positive working culture as part of our busy operations team.

#### **Position in organisation**

The operations officer will report to the Head of programmes and people and will work closely with other members of the operations team. You will support all staff to ensure they have what they need to work effectively.

#### **Duties and responsibilities**

To support the smooth running of the organisation through efficient administration across HR, office and IT support functions.

#### **HR Administration**

- Manage the Breathe HR system, ensuring all staff are using it effectively in relation to annual leave, sickness and TOIL reporting and reconciling data with timesheets each month. Administer the end of year annual leave transition on Breathe, ensuring that all roles have accurate annual leave for the year ahead.
- Support recruitment of new staff, using our Teamtailor applicant tracking system, help arrange induction programmes and induct new staff to the office and IT systems.
- Create staff letters for changes to terms and conditions, including the annual salary change letters.
- Be the key contact for Health Assured employee assistance programme and promote its use within the organisation.

#### **Office & Project Administration**

- Ensure Green Alliance's office systems, processes and equipment operate efficiently and are developed appropriately.
- Ensure smooth running of our serviced office to create a conducive working environment, liaising with CAFOD staff and establishing norms for effective and inclusive ways of working.
- Procure services, equipment and supplies with reference to Green Alliance's environmental policy and manage supplier relationships.
- Support project and grant administration on Business Central/Pryme Advanced Projects (training will be given).
- Manage Green Alliance's general phone line and email, scheduling all team meetings and board meetings in Outlook.
- Ensure the smooth running and accurate recording of quarterly board meetings, including scheduling, administration, minute taking and distribution of papers.

- Provide staff with the information they need to use the office effectively, contributing to new processes where necessary and updating the office handbook.
- Ensure adequate insurance cover for Green Alliance and its activities and compliance with any conditions.
- Trained first aider (preferable) and fire marshal.

### **IT Support**

- Ensure Green Alliance's IT and digital systems are operating effectively and provide day to day troubleshooting.
- Arrange for staff who are working from home to have the equipment they need.
- Liaise with our external IT specialist on setting up new IT equipment, administration of software licences and troubleshooting.
- Support the use of AV equipment in meetings at the office.

### **Other**

- Help with the set-up and delivery of Green Alliance events and activities at the office and offsite
- Contribute to Green Alliance being an inclusive workplace through setting a personal objective aligning to our (equity, diversity and inclusion) EDI action plan.
- Work effectively as part of a team and work independently with initiative and drive.
- Provide any other support, which may reasonably be requested to be undertaken within the scope of this post.

## **Key relationships**

### **Internal**

- Head of programmes and people
- Other members of the operations team: operations director, head of finance, finance officer, senior partnerships officer
- All staff on office and IT matters
- Board members

### **External**

- IT consultant
- CAFOD facilities team
- External suppliers

## **Person specification**

### **Essential**

- **Experience of delivering office administration for at least one year.**
- **Motivation to work in a purpose-driven organisation, working towards a world where people and the environment thrive together.**
- **Good IT skills, particularly Microsoft Office 365 applications, and ability to support staff to use IT effectively**
- **Skilled at using your initiative to solve problems and take a pro-active approach to office administration.**

- Excellent interpersonal skills, and a demonstrable ability to work with a high level of professionalism as part of a small team.
- Ability to effectively liaise with senior staff, trustees and external stakeholders
- High standard of written and verbal English
- Ability to collaborate effectively as part of a team, and to work on your own when needed.

#### **Desirable**

- Minute taking experience
- Experience of using applicant tracking software for recruitment
- Interest in environmental policy and advocacy
- Experience of working in the charity sector

In your application we'll ask you to provide evidence for how you **meet the key criteria for the role, which are the ones in bold above**. We will assess all aspects of the person specification across the different parts of the recruitment process. If you feel you meet the essential criteria, but not any or all of the desirable criteria, then please still consider applying.

## 4) How to apply

For your application, we would like you to answer three questions that address the key criteria highlighted in the person specification. We will also ask you to upload a CV with details of your education and work experience. We recommend that you prepare your responses to the questions before starting the application process as you will be unable to save your application and return to it later.

### Application questions

- Why do you want to work for Green Alliance and what appeals to you about this role? Summarise your experience of working in operations or administration, and the key skills you would bring.
- Please describe your experience of working with Office 365 and how you have supported staff to use IT effectively.
- Please give an example of where you used your initiative to improve the office working environment for a staff team.

We recommend that each answer is no longer than 300 words. Where you can, give examples of the experience, knowledge and skills you have gained through employment, study or voluntary activities.

### To apply:

- Prepare your answers to the three questions above.
- Visit [the vacancies page](#) on our website and select the Operations officer role. Click on "Apply for this job". You will be asked to confirm that you are legally authorised to work in the UK.
- Cut and paste your answers to the three application questions online. Upload your CV.
- Review and submit your application. You will receive a confirmation email to acknowledge your application.

### Approach to AI

We recognise that some applicants may choose to use AI tools as they prepare their applications. We strongly encourage you to ensure that your application is personalised and accurately reflects your own experience, insights and voice. AI should not replace your own input or authenticity. We want to hear your perspective, not a generic response and reserve the right to reject applications that closely resemble AI generated answers to our application questions.

We are genuinely interested in learning about you, your motivation, your experiences and what makes you a great fit for the role. Your application will be reviewed by one of our team members and we look forward to reading it.

### Right to work

All applicants must have the right to work in the UK. Unfortunately, we are not able to offer visa sponsorship, so you will be required to provide evidence of your right to work in the UK during the recruitment process. We are unable to sponsor the renewal of work visas for people who have short-term permission to work in the UK.

## 5) Terms and conditions

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Terms:           | This is a part-time post for three days a week (0.6FTE) on a permanent contract. We are happy to consider flexible working arrangements.                                                                                                                                                                                                                                                                               |
| Salary band:     | £36,192 to £39,936 (pro rata)                                                                                                                                                                                                                                                                                                                                                                                          |
| Starting salary: | Will be commensurate with experience but we would expect the starting salary offered to be at the lower end of the band to allow for progression.                                                                                                                                                                                                                                                                      |
| Location:        | Green Alliance is based in central London. We're located in a modern, shared office at Romero House, the UK headquarters of CAFOD, near Waterloo and the building is wheelchair accessible. We support hybrid working; our full-time staff are usually in the office for two days a week. We will provide IT hardware and other equipment needed for working from home; you will need to provide good internet access. |
| Hours:           | 21 hours per week with some flexibility (0.6FTE); the post holder needs to be in the office on a regular basis and would be expected to work occasional evenings for time off in lieu.                                                                                                                                                                                                                                 |
| Holiday:         | 25 days per year (pro rata) in addition to statutory holidays and the period between Christmas and New Year.                                                                                                                                                                                                                                                                                                           |
| Pension:         | Green Alliance provides an auto-enrolment pension with Aviva. All employees receive a pension contribution up to 7.5 per cent of gross salary which may be paid into this scheme or another of their choice.                                                                                                                                                                                                           |

### Staff benefits

We're proud of our staff team and we're committed to Green Alliance being a healthy and rewarding place to work. We offer the following benefits to all our team:

- Flexible working. We support hybrid working with full-time staff expected to be in the office for two days a week. We provide equipment for working from home where needed. Staff have flexibility to choose their working hours around core hours, and many work compressed hours. We are open to job shares and other forms of flexible working.
- Interest-free travel card or season ticket loan, or a tax-efficient bicycle loan through Cyclescheme.
- Employee Assistance Programme. Access to support 24/7, with opportunities for counselling support where needed.
- Weekly office fruit delivery. Christmas activities; summer fun day; annual overnight residential for whole team.
- Training for different roles, such as media, project management and line management.
- CPD for individuals, including opportunities to access training courses or coaching for professional development.
- Trained mental health first aiders who host regular wellbeing activities.
- Lunch and learn programme covering a range of topics.
- Enhanced sick pay and other forms of paid leave for difficult situations such as bereavement.
- Two Values Days per year to be used for slow travel or volunteering.

- Two additional days' leave (pro rata) for long service, one at three years and another at six years.

## **6) Next steps**

Here is what you can expect after the closing date for applications:

### **Application Review**

All applications will be anonymised and assessed by our team against the key selection criteria. This ensures we review candidates based solely on relevant skills, knowledge, and experience.

We will contact you to arrange an interview if your application is moved forward to the next stage. We expect to do this by the end of Friday 14 August. We aim to keep candidates informed at each stage of the process and you will hear from us if your application has been unsuccessful.

### **Interviews**

Interviews will be held on Tuesday 18 and Wednesday 19 August, in person at our office in Romero House, 55 Westminster Bridge Road, Southwark, London. Candidates will be asked to complete a test as part of the interview. Interview travel expenses will be reimbursed. Candidates who are unable to attend in person will be offered an online interview.