

# Projects & Operations Officer: Job Specification

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## Job Description

Contract:	Employed, one-year fixed-term contract, with potential to extend dependant on funding. 3-month probationary period.
Hours:	0.6 FTE, 24 hours per week including paid lunch break, hours Mon-Weds or at least 50% overlap with those days.
Location:	Office-based, home-working where appropriate.
Line Manager:	Director
Approximate Start Date:	As soon as possible

## About GCP

Globe Community Project is a small, dynamic and growing charity, which aims to transform loneliness into connection among isolated people and underserved groups in Tower Hamlets. We currently work with older people at risk of isolation and loneliness, and recently arrived women seeking safety, who have suffered trauma. As a Buddhist-inspired charity, while our work is founded on Buddhist values, our projects are for everyone, and our team and the people we serve include people of all faiths and none, from many backgrounds. We are funded by trusts and foundations, local government and a small but committed community of supporters. We aim to be a charity people love to work for, caring equally for the wellbeing and development of the local communities we serve, our team and trustees.

## About the role

This role was created to support our growth. You will ensure the smooth-running of our projects and operations, manage events, assist GCP's Director in their work, support on finance and recruitment and expand our capability as a small but growing organisation. As a self-starter with bags of initiative, you are a good all-rounder who is super organised yet open to change. You'll enjoy autonomy to develop and build your projects, while benefiting from supervision and support, working with staff, freelancers and trustees as needed. This varied lynchpin role won't suit you if you have limited work experience, like each week to look the same, want a large organisation with structured progression pathways, or need to know every detail of the job upfront. Part of the role is to anticipate issues and stay one step ahead.



## Role accountabilities and responsibilities

### Project management

- Managing our Wellbeing for Over 60s project, providing ad-hoc support to the Touching Safe Ground project, and incubating new projects, with attention to objectives, timelines, funder and budget requirements, available resources and quality of delivery.
- Managing 1-2 fundraising and/or community events per year, with increasing scope to innovate over time.
- Freedom to recruit and manage volunteers to support your work as needed.
- Building and maintaining networks with relevant groups, bodies, networks and committees across statutory and community levels.

### Operations support

- Managing our office, IT and other systems; organising insurance, ordering and maintaining office equipment, organising trainings, occasional team events and away days.
- Supervising the review and update of policies.
- Organising DBS checks and various trainings.

### Administrative support

- Convening and organising project, staff, board and other ad-hoc meetings, keeping track of attendance, booking venues, and organising refreshments.
- Supporting on HR processes and administration including convening interview panels, responding to applicants and using templates to draft contracts and agreements.
- Supporting on finances.
- Supporting the Communications Officer in gathering content and accessing impact data, as well as with collation of the annual report.
- Continually maintaining and improving systems, including online filing systems.

### Monitoring & evaluation

- Owning monitoring and evaluation of projects, including gathering and storing impact data.

### General

- Undertaking any other general duties as required, where they are in line with the duties of the post.

Line management responsibility:	YES potential management of volunteers
Budget responsibility:	NO
<b>In this role you will liaise with:</b>	Staff, freelancers, trustees and volunteers

## Person Specification

Qualifications and training	Essential	Desirable	A	I
At least 5 GCSEs grades A-C or equivalent, incl. Maths & English	X		X	
A level qualifications		X	X	
Degree or vocational qualification in relevant area eg project management, business/charity management		X	X	
Previous experience	Essential	Desirable	A	I
At least 2-3 years' relevant project management experience	X		X	X
Events organising		X	X	X
Volunteer or other line management		X	X	X
Administration and business support	X		X	X
Monitoring & evaluation	X		X	X
Charity / voluntary sector experience		X	X	
Skills, knowledge and aptitudes	Essential	Desirable	A	I
Well organised, excellent attention to detail	X			X
Proactive, independent, able to take initiative, good judgement	X			X
Able to work collaboratively as part of a team	X			X
Confident verbal and written communicator, a people person	X		X	X
Competent user of MS Word, Excel and G Suite	X		X	
Other requirements	Essential	Desirable	A	I
Strong alignment with GCP's values	X		X	X

A = Assessed at Application I = Assessed at Interview

## Pay & benefits

- Salary is £35,000 per annum, pro rata.
- 25 days' paid holiday plus bank holidays, pro-rata.
- Auto-enrolment to our NEST pension scheme for the duration of your employment. GCP's generous pension scheme runs on a qualifying earnings basis, with 8% employer and 4% employee contribution.

## Application process

Please send the following to [gcp@globecommunityproject.org](mailto:gcp@globecommunityproject.org)

1. Your up-to-date CV.
2. A covering letter or email (1,000 words max) outlining your suitability for the role. Do take time to consider our work and our values, which you can explore via our website at [www.globecommunityproject.org](http://www.globecommunityproject.org)

NO AGENCIES: We're not using agencies for this vacancy and we cannot accept any CV-only submissions.

## Informal chat

If you're thinking of applying but unsure, perhaps because you don't meet all the essential criteria, do get in touch to discuss this further. If you're excited by this vacancy then don't rule yourself out - it might still be worth applying.

Contact [gcp@globecommunityproject.org](mailto:gcp@globecommunityproject.org) or 07419 586150 to arrange a chat.

## Closing date and next steps

09:00, Monday 21st October.

We'll screen all applications personally, and all applicants will receive a response confirming we've received their application. We value the time taken to make a job application and the interest shown in GCP. If you are shortlisted, you'll be contacted and invited to an interview.

## Interview details

Interviews are scheduled for Monday 28th October, 4-5pm, 5-6pm, and Tuesday 29th October, 9-10am, 5-6pm. This is to support those currently in work, and to enable our trustees to work around other commitments. Interviews are normally carried out over Zoom, again to enable our trustees to work around their commitments.

**To apply for this role, you must already have the right to live and work in the UK.**