

## Responsibilities

### Leading on Operations

#### Finance

- **Lead on EFA's financial management and strategy**
- Keep books up-to-date and accurate
- Take responsibility for payments and invoicing
- Manage EFA's pension contributions
- Create and monitor project budgets and maintain an organisation-wide budget
- Advise colleagues and trustees on financial health of the organisation, including maximum expenditure for the financial year and the level of the reserves in monthly reports
- Prepare the annual report in collaboration with the exec team, trustees and accountant.

#### HR

- **Lead on the administration of EFA's HR work** in collaboration with the executive team and with a budget for external consultancy to support you
- Support future **recruitment and contraction** processes
- Manage future **offboarding and onboarding of staff** including delivering effective probationary processes.
- Fulfil the necessary HR administration to support our the day run of the organisation , including issuing employment contracts, contractual changes, and other **HR documentation**, ensuring that we meet statutory obligations and are compliant with any changes in **employment regulations**
- Lead on collaborative processes to **develop and update our policies and shared agreements**, in line with statutory obligations and our organisational values
- Ensure staff are aware of, and in line with, the organisation's agreed **policies and staff procedures** as per the staff handbook
- **Manage staff absences and annual leave** processes in collaboration with line managers
- **Liaise with our supportive trustee HR subgroup** to share assessment of HR-related organisational risk

### As a member of the team

- **Stay connected with our teaching and community organising work** so that operations are inspired by, and informed by, our core mission and impact
- Take time for **your own professional development** along with the rest of the team
- Contribute to a 'relational' culture, **developing strong strategic relationships with colleagues** across the organisation

## Culture and wellbeing

- **Nurture a culture of respect, kindness and effective collaboration** across our teams
- **Ensure that anti-oppression practice and strategy is central to our operations and governance**, contributing to its development and implementation with the support of various caucus groups of colleagues
- **Support staff to flourish** through individual and collective development and training via the line management system and at our team meetings
- **Look after and improve our remote working practices**, including organising regular space for face-to-face staff connection at termly in-person team days
- **Respond to welfare concerns and support on organisational development where appropriate** in collaboration with other operations staff, informed by your broader listening to the needs and experience of colleagues across the organisation
- Be a point of contact for staff, students and volunteers over **safeguarding** concerns in line with our policies and procedures
- Oversee EFA's **appraisals and line management practices**

## Candidate specifications

We expect the applicant to meet most of the essentials listed here, and some of the desirables. Nobody meets everything! A university degree is not a requirement, and experience can be in a paid or unpaid context. If you're not sure about your suitability, please drop us a line.

Essential	Desirable
<b>Qualifications</b>	
Level 2 English and Maths (equivalent to GCSE A* to C or 4 and above)	Relevant professional certification such as a CIPD HR Course
<b>Experience</b>	

<p>Experience in Human Resources</p> <p>Experience of developing and implementing HR policies and processes</p> <p>Experience of managing recruitment processes underpinned by anti-oppressive or EDI good practice</p> <p>Experience of meeting facilitation</p> <p>Experience of advising and guiding staff on matters of HR strategy and practice</p> <p>Experience of effective development coaching or management of colleagues</p> <p>Experience of conducting difficult conversations and delivering feedback in a clear and empathetic way while maintaining professional boundaries</p> <p>Experience of managing your own workload and competing priorities</p> <p>Experience of project management</p> <p>High level of experience on Excel and other Microsoft programmes</p>	<p>Lived experience of learning English as an additional language and/or migration</p> <p>Safeguarding experience</p> <p>Experience or training in communication skills, mediation and/or training/facilitation.</p> <p>Experience in groups with a decentralised structure; experience facilitating consent or similar group decision making processes</p> <p>Experience of managing change or collaborative policy development</p>
<p><b>Knowledge</b></p>	
<p>Knowledge of the most pressing issues and challenges facing migrants living and working in London.</p> <p>Knowledge of financial systems in a similar organisation</p> <p>Knowledge of HR best practice and a commitment to continuous self-development</p> <p>Knowledge of, and dedication to, anti-oppression good practice within an organisational context as it relates to recruitment, decision making, facilitation, communication and culture</p>	<p>Knowledge of the UK charity sector and of charity legislation and governance.</p> <p>Strong understanding of employment law</p>

<b>Skills, Abilities and Qualities</b>	
<p>Approachable, with strong communication and listening skills and the ability to take on board multiple points of view while tracking needs, power and strategic priorities.</p> <p>Enjoyment and determination in finding strategic and solutions-focused ways forward</p> <p>Ability to navigate difficult conversations with clarity, empathy and boundaries.</p> <p>Good verbal and written communication and able to explain complex and detailed policies or processes in a simple and concise manner</p> <p>Self-motivated with an ability to prioritise effectively, especially in response to emerging need</p> <p>Efficient, reliable and flexible, with excellent attention to detail and a systematic approach</p> <p>Confidence working with, and improving, digital systems, including databases, spreadsheets and file and document management.</p> <p>Enthusiasm for democratic and collaborative ways of working</p>	

### **Qualities**

A successful English for Action staff member needs to be....

- well-organised
- a good communicator
- enthusiastic
- able to work to strict deadlines
- able to self-motivate and prioritise competing tasks
- high literacy and numeracy and computer skills
- Able to process complex data analysis
- respectful and inclusive
- determined to create a more equal and fair world

- interested in people and their stories
- committed to collective working in a decentralised structure
- committed to our [values and principles](#)

### **Equal opportunities / Anti-oppressive strategy**

EFA strives to apply equal opportunities principles both in its recruitment and in its work. We oppose all forms of unlawful or lawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender, sexuality, marital status, religion, age or disability.

The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application materials and their interview.

We would particularly like to encourage applications from people who share lived experience with those central to our work: People of colour / black or brown people, women, those who have experienced moving to the UK, people who have learnt ESOL before and non-native English speakers.

At the assessment stage, we'll let you know who will be on the panel in advance of the interview and ensure a mixture of backgrounds and identities. To make our recruitment process more accessible to non-native speakers, you'll also be given core interview questions at least 24 hours in advance.

Where two or more candidates are judged to be of equal merit, priority may be given to a candidate who belongs to a less well-represented group.

EFA is unfortunately unable to arrange work permits for applicants without UK residency at the moment.