

Article36

Operations Coordinator

Job description and person specification

February 2023

Background:

Article 36 is a specialist non-profit organisation, focused on reducing harm from weapons. A small and effective team, we work together with civil society partners and governments to develop new policies and legal standards to prevent civilian harm from existing and emerging weapons. This is underpinned by our rigorous, transparent and independent analysis of how weapons harm civilians, and how to reduce and prevent such harm.

Article 36 provides coordination for the International Network on Explosive Weapons (INEW), the Explosive Weapons Monitor, and the Stop Killer Robots campaign.

The role:

The Operations Coordinator will be centrally involved in organising the work of Article 36 - their primary roles will be:

- To support the Programme Manager and Managing Director of Article 36 in their running of the organisation and in their coordination of international civil society coalitions.
- To oversee the administrative management of Article 36, including grant management.
- To support the organisation's ongoing external communication on its work.

Responsibilities:

1. To support the Programme Manager and Managing Director of Article 36 in their running of the organisation and in their coordination of international civil society coalitions.

- Support the development of systems, policies and processes to ensure the effective running of the organisation.
- Organise and administer meetings (online and in person), including scheduling, booking venues and services, liaising with participants, drafting documents and correspondence, and retaining relevant records.
- Schedule and book travel and accommodation, liaising with travel agents as required.
- Liaise with designers and printers to organise layout and printing of Article 36 and coalition publications.
- Participate in meetings (online and in person), including coalition meetings, take notes, maintain manager task-lists and produce meeting reports for external communication, as required.

2. To oversee the administrative management of Article 36, including grant management and supporting financial management and record-keeping.

- Maintain the internal grant tracking system to ensure timely reporting, arrangement of audits, requests for and confirmation of receipt of income.
- Coordinate monthly coding of expenditure against grants for the production of management accounts.
- Maintain financial records online and oversee other financial and administrative forms and documents.

- Maintain oversight of external administrative services, including insurance arrangements, travel agents, designers and printers and financial services, and subscription accounts such as Zoom and MailChimp.
- Support the drafting of reports to donors and to ECOSOC.
- Function as company secretary and maintain oversight of statutory obligations in relation to Companies House.

3. To support the organisation's ongoing external communication on its work.

- Support with drafting funding proposals and specific project proposals and plans where relevant, in consultation with other staff.
- Produce content for website and social media, based on the ongoing work of the organisation.

Supervision and agreement of tasks:

The Operations Coordinator will be line managed by the Programme Manager, but part of the work (20%) will be directly in support of the Managing Director.

The ongoing workplan will be agreed between the three posts, with the Programme Manager retaining authority over those decisions.

Employment period:

This is envisaged as a permanent position and is being recruited on an initial 12-month contract.

Applicant profile:

- The role would suit an early- to middle-career professional looking for opportunities to learn/develop a full range of NGO administration and management skills and with the confidence and communication skills to take a leading role in a small team.
- Excellent organisation skills, detail orientation and ability to liaise and communicate effectively with colleagues, external service providers and partner organisations are essential.
- Familiarity and experience of developing systems and processes is essential.
- Skill with basic office software, including spreadsheets, is essential. Skill with website systems such as WordPress is desirable.
- Excellent written English is very valuable and additional languages a strength.
- Understanding of grant management and organisational structures would be valuable but not essential.