Job advertisement
Role: Operations Coordinator

Post: Operations Coordinator
Location: Remote, with optional co-working location subscription.
Salary: ELN Grade B1 to B4 (£29,719.74 to 32,951.10) depending on experience.
Contract: Full-time; 37.5-hours per week (opportunities for flexible working considered).
Reports to: HR & Operations Manager.

Who we are:
The European Leadership Network (ELN) is an independent, non-partisan think tank with a network of 300 past, present and future European leaders working to provide practical real-world solutions to political and security challenges. Through its research, publications, events, practical policy advocacy, media reach and pan-European networks, the ELN works to build better security for wider Europe. It concentrates on what it judges to be the gravest risks to Europe’s security and on the risks where it assesses that it can make the greatest difference.

Purpose of Role:
The Operations Coordinator ensures the effective and efficient running of our organisation. The post holder supports on the organisation’s governance and financial management, working with external suppliers and partners to help us operate in a way that is compliant and in line with good practice. They will have strong attention to detail, be highly organised and will have a good knowledge base around operations and organisational development.

The key accountabilities of the post holder will be:
- The organisation and our various systems, processes and structures operate smoothly and efficiently as a result of proactive support from the Operations Coordinator.
- Ensuring fundraising efforts, grant management and company finances are monitored and implemented consistently.
- The Senior Leadership Team are well supported in oversight of our legal, financial and back office operations.
- There is a supportive, safe working environment, adapted for flexible, remote and overseas working as required.

Responsibilities:

These responsibilities indicate the range of activities that the post holder may be responsible for, rather than an expectation that any one person would cover all these activities at once.

Strategy and Development
- Work alongside the HR and Operations Manager in the development and implementation of strategies and operational plans for the effective management of HR, finance, governance and general office management.
- Support the Senior Leadership Team in fundraising, such as by researching the donor pipeline and providing support to future meetings of the Advisory Council.

Management of People and Resources
- Work with the HR and Operations Manager to create budgets for grant applications, supporting and updating the Senior Leadership Team on grant spend and financial reporting for completed grants.
- Help contribute to a positive and inclusive culture across the organisation by implementing a strong overarching framework for HR and Operations that is aligned to the aims and values of ELN.

Projects and Delivery
- Provide administrative and general office support to contribute to the smooth running of ELN, including organising meetings and arranging logistics for Board meetings.
- Undertake general office administration, including occasional diary management for the Senior Leadership, booking meeting rooms, purchasing furniture and office supplies.
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• Provide general office support, for instance, one of the people helping to update the contacts database.
• Develop, review and sign agreements with staff, volunteers, interns and/or contractors.
• Work with our accountants to manage monthly payroll and expenses, take part in quarterly and annual account meetings, and contribute to the accuracy of accounts management by regularly communicating with accountants.
• Assist with the monitoring of cash flow, spend and payment of invoices to external suppliers.
• Create budgets for grant applications, supporting and updating the Senior Leadership Team on grant spending and financial reporting for completed grants.
• Help to ensure that data protection laws and health and safety policies are adhered to.
• Work with the rest of the team on arranging events.
• Ensure effective oversight of external services and contracts (e.g. co-working space, services, insurance policies, bank account) and that our Companies House information is accurate and up to date.

Governance and Risk
• Supporting and updating the Senior Leadership Team in ensuring that we are meeting grant commitments and deadlines.
• Help to ensure compliance with relevant legislation and procedures in relation to HR, financial and governance requirements – including company (and charity) law, employment law, GDPR etc.
• Contribute to the implementation of a Health and Safety policy and safe systems of working that are legally compliant and in line with good practice.

Stakeholders
• Maintain relationships with external consultants and suppliers that provide support in the delivery of HR and Operations e.g. Accountant, HR support, lawyers etc.
• Provide advice and support to managers in workforce planning and in dealing with staff HR concerns.
• Work with colleagues across ELN to build and nurture an open and positive work environment.

Other
• Undertake any other duties and responsibilities commensurate with the post.

Applicant requirements:

Essential:
• Previous experience in an office administrator/office manager role, including the ability to manage a range of internal and external relationships on behalf of an organisation.
• Be administratively self-supporting, well-organised and able to multi-task. The applicant must have the ability to work on their own initiative and prioritise workload.
• Track record of delivering strong and accurate administrative work, with excellent attention to detail.
• Good knowledge of the principles and requirements of effective financial management and accounting.
• Basic understanding of legal trends, issues and developments in employment, health and safety and governance.
• Experience in using MS Office (Word, Excel, Access, Outlook).
• Experience of working to tight deadlines and under pressure.

Desirable:
• Educated to undergraduate level and can demonstrate a first degree or equivalent experience.
• Qualifications relevant to the role i.e. finance, HR, business administration etc.
• Experience in managing projects or programmes of work.
• Experience in working or volunteering within an international context.
• Good understanding of effective corporate governance and compliance.

How to apply:

Deadline: Midnight, 8th April 2022.

• To apply, please email your CV and a short covering letter to: charissef@europeanleadershipnetwork.org.
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- Please restrict your CV to no more than two pages of A4. This should clearly outline relevant experience to date.
- The covering letter should be no longer than one A4 page and detail why you would be interested in this position and how you meet the person specification.
- Candidates must have permission to work in the UK.
- For more information on the European Leadership Network please visit our website at www.europeanleadershipnetwork.org

Please note that, due to the large number of applications we receive, we are not able to acknowledge receipt of all applications and only shortlisted candidates will be notified. If you have not heard from us within 7 days of the closing date, please assume that your application has not been successful on this occasion.