



Job Title	Team & Operations Coordinator
Reporting to	CEO
Location	Home-based, within reasonable commuting distance to London for team meetings and events
Hours	4 days a week / 28 hours currently. Flexible working options offered.
Salary	£20,000 per annum (pro rata, 4 days)
Duration	12 months with view to extend
Deadline	1pm, Monday 5 th July
Start date	ASAP

About The Circle

The Circle is dynamic global feminist organisation using the collective power of women to support the world's most vulnerable women and girls. Founded in 2008 by singer, songwriter & human rights activist Annie Lennox, The Circle is inspired by the knowledge that when women come together and organise, they can be a powerful force for positive change.

We are a network of women from all walks of life and all backgrounds who have something in common: the awareness that we still do not live in a world where women and girls have equal rights and equal opportunities.

We stand as Global Feminists committed to making a difference in the global movement for gender inequality. We work to bring innovative solutions to complex women's rights issues by campaigning for equal opportunities and rights and raising funds for and supporting projects that empower women.

Role Purpose

This is an exciting time to join The Circle as we take the organisation to the next level and the Team Co-ordinator will play a pivotal role. The role will be responsible for the day-to-day and general operations of the organisation, working in our small but mighty team:

- To manage the day-to-day administrative, operational and finance admin work of The Circle.
- To act as the first point of contact for general external enquiries and support communications, membership and fundraising activities.
- To support the Chief Executive, staff team and board in achieving the organisation's strategic objectives, internally and externally.
- To represent the interests of The Circle in all projects and activities, providing the 'glue' for the rest of the organisation.

We are open to different levels of experience – whether you are a seasoned hand in operations and team support or at the early stage of your career. The successful candidate will bring high levels of organisation, elbow grease, passion and commitment.

Job Description

- 1) Support robust and effective organisational development, team operations and governance, working with the Chief Executive and Board.**
 - Organise and minute team meetings and other key meetings as necessary and keep track of actions.
 - Support the Chief Executive with a review and refresh of organisational policies and HR processes.
 - Support the Chief Executive, Chair and Board to strengthen governance with the Board where necessary.
 - Continue to develop more efficient team processes and systems.
 - Manage job advertising and recruitment processes.
 - Support the Chief Executive and Board Secretary with quarterly Board meetings.
 - Support the creation of quarterly Ambassador newsletters.

- 2) Support the effective and efficient delivery of team and organisational strategic priorities across our core, project and internal work, taking the lead on specific areas as agreed with line manager**
 - With support from the Comms and Campaigns Lead, manage the implementation of a new CRM platform integrated with The Circle's current files and systems.
 - Support the administration of fundraising activity e.g., Virgin Money Giving and JustGiving liaison, drafting thank you letters for the Chief Executive, relationships with corporate partners and Trusts where appropriate.
 - Provide administrative support to monitoring and evaluation work.
 - Contribute to priority projects e.g., new campaign or research, advice development project – where a specific role and remit has been agreed in advance.
 - Support the Chief Executive and the Comms and Campaigns Lead with work on the ongoing brand refresh.
 - Undertake ad-hoc research as necessary around project partnerships, events and other priorities.

- 3) Provide administrative support and co-ordination to ensure effective and efficient delivery of The Circle's events and campaigns**
 - Research event opportunities, proactively and in response to a brief.
 - Draft correspondence and support event organisation as required.
 - Manage online events on Zoom including guestlists and security logistics.
 - Send out invoices and supporting paperwork and manage payment for events.
 - Book travel for each event and arrange accommodation as necessary.
 - Liaise with event organiser and/or venue, IT, refreshments and send out pre-event reading materials.
 - Following events, ensure evaluation forms are distributed and completed.

- 4) Deliver effective financial administration and management, ensuring robust policies and processes are in place.**
 - Management of monthly reconciliation with QuickBooks.
 - Support the Chief Executive with monthly management accounts, reforecasting and narrative Board reports.

- Support the Chief Executive to develop organisational budgets, and input to annual reports where necessary.
- Timely submission of Gift Aid claims.

This job description is not exhaustive, and the Team Coordinator should be flexible and adaptable to responsibilities outside this job description as and when they arise.

Person Specification

<p>Essential</p>	<ul style="list-style-type: none"> • Excellent organisational skills and ability to juggle multiple priorities. • Excellent communication skills, both written and verbal • Experience of managing volunteers, or able to demonstrate this is something you could do. • Good data management skills to support monitoring and evaluation work. • Good understanding of relevant compliance issues including safeguarding, data management, charity regulation including financial good practice and fundraising, and diversity and inclusion. • Excellent Microsoft Office suite skills including SharePoint, and knowledge of other IT solutions to support effective operations in a small charity. • Experience using a CRM, preferably Salesforce. • Experience coordinating events, ideally both online and in person.
<p>Desirable</p>	<ul style="list-style-type: none"> • Experience implementing a CRM into a small organisation. • A strong understanding of, and passion for, women's and girls' rights. • Knowledge of WordPress CMS systems, Mailchimp, QuickBooks • Understanding of use of social media to engage with different audiences. • Ability to represent The Circle to external audiences. • Financial management and good practice including use of accountancy software or demonstrable ability to develop these skills.
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> • An entrepreneurial and enterprising approach to work. • Efficient, reliable, flexible and collaborative working style. • A self-starter with the ability to anticipate requirements and act to provide workable solutions with limited budget. • Team player who enjoys working collaboratively and flexibly to achieve outcomes. • Keen to add value to the organisation's culture and ethos. • Interest in global women's rights.

How to apply

Please send your CV and covering letter (no more than one page long) to: jobs@thecircle.ngo

Deadline: 1pm Monday 5th July

Interviews to take place w/c 12th July

Our commitment to diversity

The Circle is strongly committed to increasing the diversity of our team. We particularly encourage candidates from BAME communities to apply, as currently people from these communities are under-represented in our staff team.