

## JOB DESCRIPTION: GROWTH AND OPERATIONS OFFICER

The closing date for applications is **6 pm on Wednesday 11 July 2018**.

To apply please send us:

- A covering letter explaining how you meet the criteria set out in the person specification and why this role interests you. Please provide sufficient relevant evidence, including examples.
- A CV including your employment history (both paid and unpaid), relevant achievements in recent roles, educational and professional qualifications and latest remuneration. Please also include your preferred contact details.
- Details of two people who have agreed to act as a referee for you. One referee should be your current or most recent employer. We would not contact the referees without your permission.
- (Voluntary) The equality and diversity monitoring form that you can find at: <http://justfair.org.uk/vacancies/>

Applications should be sent to [info@just-fair.co.uk](mailto:info@just-fair.co.uk)

Please write 'Application – Growth and Operations Officer' as the email subject.

You should expect an acknowledgement of receipt within 24 hours during weekdays. If you have not heard from us by then, please resend the email and/or contact us via phone (02070923408) or Twitter (@justfairUK).

Interviews will take place in London in **the w/c 16 July**.

We would consider a combined application for both this role and the Communications, Research and Advocacy officer as a full time position. You can find the job description here: <http://justfair.org.uk/vacancies/>



## ABOUT JUST FAIR

Just Fair is a registered charity founded in 2011. We monitor and advocate for economic and social rights in light of international human rights law. Economic and social rights include the rights to health, education, housing, food, water, social security, and just and favourable working conditions.

Our vision is that of a country where all human rights are fulfilled for everyone. We make more people aware of their rights, urge authorities and private actors to respect and protect economic and social rights and encourage individuals and civil society groups to champion these rights alongside civil and political rights.

We produce high quality research about human rights, monitor and campaign for economic and social rights in the UK, respond to public consultations and parliamentary inquiries and conduct training and other events about economic and social rights.

Just Fair submits evidence to the UN treaty monitoring bodies and engages with international collaboration around human rights.

Together with our friends the Equality Trust, Just Fair leads the campaign [#1forEquality](#) to bring the socio-economic duty to life (section 1 of the Equality Act 2010).

You can find further information about Just Fair on our website: [www.justfair.org.uk](http://www.justfair.org.uk)

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Growth and Operations Officer (Part-time)
<b>Accountable to:</b>	Policy Director
<b>Location:</b>	Office in Central London (Holborn) with the possibility/expectation of some remote working.  At least for now you will have to use your own laptop.
<b>Salary:</b>	£29,575 pro rata  Pension scheme with 8% employer contribution
<b>Duration:</b>	2 years, with 6-month probation period, and a possibility of extension.
<b>Working hours:</b>	Between 2 and 3 days (14-21 hours), to be discussed.  We would consider a combined application for both this role and the Communications, Research and Advocacy officer as a full time position. You can find the job description here: <a href="http://justfair.org.uk/vacancies/">http://justfair.org.uk/vacancies/</a>
<b>Job purpose:</b>	<p>We are looking for a person committed to the cause of social justice and human rights. Familiarity with international and domestic human rights law and practice will be valued.</p> <p>You will enable the successful delivery of Just Fair's activities through fundraising, operational development and administrative and project support. Just Fair is an exciting and well-established human rights charity that needs your support to grow and reach its full potential.</p> <p>As part of a small team you will be able to work independently and use your initiative effectively. You will be expected to have excellent office skills and the ability to work flexibly where required. Telephone/internet meetings will not be uncommon. You will have to work with and sometimes manage volunteers.</p> <p>It will not be possible to obtain a work permit for this position. You must be fully eligible to work in the UK.</p>

## **Main duties and responsibilities**

1. Organise and help with fundraising applications.
2. Develop new fundraising ideas and events.
3. Recruit and coordinate the work of volunteers.
4. Maintain well-organised administration.
5. Ensure compliance with data protection and other rules applicable to small charities, including the requirements of Companies House and the Charity Commission.
6. Oversee payroll and financial reporting (through liaison with Just Fair's accountant).
7. Contribute to and engage in monitoring and evaluation assessments and procedures.
8. Contribute to a healthy and friendly work environment.
9. Be ready to undertake other reasonable activities in line with the role.
10. Work closely and under the direction of the Policy Director and be ready to contribute to Just Fair's work.

## **Requirements**

1. Experience in charity administration and fundraising, with an excellent eye for detail.
2. Experience coordinating projects with external partners.
3. Experience in budget management, accounts and payroll.
4. Experience in monitoring and evaluation processes.
5. Experience working with and coordinating volunteers.
6. Strong writing skills and editorial judgement.
7. Ability to plan, prioritise and deliver to tight timescales and to manage several projects simultaneously.
8. Ability to work with common office tools and good IT skills.

9. Ability and readiness to work flexibly and remotely.
10. Ability to work effectively as part of a small team.
11. Proficiency in English.
12. Commitment to the principles and values of equality, social justice and human rights.

## **Desirable**

1. Familiarity with human rights law and policy.
2. Experience organising events.
3. Ability to write, speak and read in other languages.