



GDF Administration and Operations Officer

Organisation overview

The Global Diversity Foundation (GDF) is an environmental and social justice non-profit that nurtures and supports changemakers who operate at local, national and global scales and work across boundaries to find durable solutions to complex challenges. With over twenty years of experience in implementing long-term programmes that empower communities and regenerate biocultural diversity, we provide changemakers with hands-on support and diverse networks that help them create flourishing communities and environments around the world.

Summary job description

We are looking for a dynamic, diligent and organised individual to join our small but growing team. This role will entail ensuring the smooth day to day operations of our work by overseeing administration, governance and HR. Our ideal candidate is open to interacting with people from diverse backgrounds and committed to social and ecological justice.

Please review our **purpose** and **values** to assess whether you are aligned with them. We are committed to justice, diversity, equity and inclusion in both our hiring practices and work environment and encourage women, people of Indigenous ancestry, people of colour, LGBTQ+ individuals, people with disabilities and members of other minorities communities to apply.

We will not be considering applications submitted without a cover letter.

Details

- This is a part time position at 3-days per week.
- The annual salary bracket for this role is £25,750 -£32,500 (dependent on experience) for full time employment, to be pro rata'd for three days per week. This role is remote/home based. Candidates should be based in the United Kingdom.
- Deadline for applications: 24th February 2023.
- Interviews will be held the week commencing 6th March 2023.

General Administration and Governance

- Maintain GDF online filing and archives, including management of the GDF cloud system;
- Act as liaison with finance team to ensure all payments and invoices are appropriately categorised;
- Play a key role in overseeing administrative aspects of grants (including contracts, claims, receipts)
- Steward grant reporting, including liaising with grant leads and finance team to ensure reporting is timely and accurate;
- Respond to ad hoc admin requests that contribute to the wider GDF team and operations, such as taking meeting minutes, responding to GDF service providers, carrying out costing research for administrative and financial needs, managing online subscriptions, etc.

Governance

- Schedule and participate in three ordinary annual Board of Trustees meetings (and any extraordinary ones), includes preparing background documentation and taking minutes at the meetings;
- Schedule and participate in three ordinary annual HR and Finance Subcommittee meetings, preparing the agenda beforehand and taking the minutes;
- Maintain Trustees records and manage Trustees-related administration;
- Oversee the development and implementation of GDF operational and governance policies;
- Schedule and participate in biweekly team meetings, actively contributing to decision-making and providing administrative support as needed;
- Act as the organisation's bank signatory and liaise with the bank as and when needed.

Human Resources management

- Oversee the online GDF HR management system (BrightHR);
- Collate payroll information and review payroll reports;
- Administer benefits including pensions and holidays;
- Maintain employee and consultant files;
- Administer team recruitment processes;
- Support in the onboarding of new staff members and consultants;
- Manage systems to allow for efficient working across a remote team, including managing schedules of absences and annual leave, ensuring reports are written and delivered on time, supporting in the creation of GDF shared calendar and schedule;
- Contribute to HR-related decision making with GDF Directors and offer HR support to team members.

Essential qualifications, skills and experience

We are looking for a **very organised person**, who enjoys supporting teams by keeping operational systems, organisational structures and team management processes in order and working smoothly. We expect candidates to have:

- Experience working in a similar role in the charity or non-profit sector;
- Understanding of the specific needs of charities with regards to governance and operational policies;
- Ability to prioritise, multitask and tackle multiple requests and deadlines;
- Keen attention to detail and ability to work quickly and accurately;
- Excellent organisation and time management skills, ability to keep paperwork and filing systems up to date and respond efficiently and effectively to requests;
- Excellent written and verbal communication skills in English;
- Excellent relationship management skills;
- Thorough knowledge of Microsoft Office, particularly Excel;
- Alignment with GDF values and a commitment to contribute to the organisation's purpose;
- Self-motivated initiative-taker, able to work unsupervised when necessary;
- Experience in working remotely - successfully and contentedly - and engaging daily with the team using virtual tools (in particular Slack, Zoom and Google);
- Willingness and ability to work across cultures and, occasionally, time zones;
- Openness to participate in team wellbeing and personal development work;
- Cultural sensitivity across all aspects of work;
- Values and encourages diversity of thought, backgrounds, and perspectives.

Desirable qualifications, skills or experience

- Committed to environmental and social justice and systemic change;
- Competency in other languages, particularly French;
- Willingness to travel and work with partners.

Please send your CV and cover letter to emily@global-diversity.org.

Please note that your application will not be considered if you do not submit a cover letter that includes why you want to work for GDF and why you are a good candidate for the role. We would also love to hear from you what you do outside of 'work' and if you have any self-care, personal and/or community resilience practices which you integrate into your life.