

Job Description: Operations Coordinator

Job Title: Operations Coordinator

Responsible to: Director

Salary: £28k dependent on experience

Hours: 35 hours

Term: Permanent

Location: Hybrid: London & working from home

Job Summary The Operations Coordinator at Naz Legacy Foundation plays a crucial role in supporting the day-to-day operational functions of the organisation. The role involves assisting the Director and Programmes Officer and contributing to the smooth running of programs and initiatives to empower young people through education, leadership development, and social action.

Duties and Responsibilities:

Administrative Support:

- Assist in maintaining administrative processes, including organising meetings, taking minutes, and managing correspondence.
- Help manage office supplies and ensure the smooth functioning of the office environment.

Event Planning and Management:

- Collaborate with the team to plan and execute events, and workshops
- Coordinate logistical aspects of events, including venue booking, catering, and participant registration.

Financial Management:

- Assist with budgeting and financial tracking for projects and initiatives.
- Support the Director in processing expenses and maintaining financial records.

Logistics and Coordination:

- Coordinate activities, resources, and schedules to ensure effective program implementation.
- Facilitate communication and collaboration between Director, Programmes officer, and stakeholders.

Communications:

- Assist with internal and external communications, including drafting reports, updating the website, and managing social media platforms.
- Help maintain the foundation's image and ensure consistency in messaging.

Partnerships and Stakeholder Management:

- Engage with external partners, donors, and stakeholders to maintain positive relationships.
- Support in fostering new partnerships and collaborations to further the foundation's mission.

Programme Support:

- Support the Director in delivering the Foundations Interfaith Programme and Community Outreach programmes.
- Support the Programmes Officer in implementing and monitoring the Diversity Programme and Naz Bokhari Fellowship.
- Assist in evaluating the impact and effectiveness of programs through data collection and analysis.
- Attend events, diversity days and workshops as required. Some evening work may be required

Other

- Any other duties the Director may require.

Person Specification

Education, Qualifications and Training	Essential/Desirable
Education to a Degree Level	D
Knowledge	
A basic understanding of underrepresented, disadvantaged and minority communities	E
Knowledge of the charity sector	D
Experience and Skills	
Excellent administration skills, organised and efficient with good attention to detail.	E
Excellent relationship-building and interpersonal skills, able to liaise well and respond to enquiries from various people and organisations, using email, phone, and face-to-face communications.	E
Good organisational skills, able to balance a range of roles and challenges.	E
Experience in using and maintaining a database, ensuring quality and accuracy	E
Experience in managing social media and creating content for online distribution.	E
Experience in project management	D
Experience organising events or meetings, logistics, and administration.	D
Computer literate with experience and confidence in using a range of office software packages and online platforms	E
Personal Qualities	
Ability to maintain confidential and sensitive information	E

Strong time management skills, with the ability to work well under pressure and to organise and meet deadlines.	E
A self-starter and team player, able to work both independently and collaboratively.	E
Values and promotes diversity	E
Able to work independently whilst working as a team player	E
Values	
Desire to support disadvantaged and minority communities	E
Understanding, empathy and commitment to the aims and values of the Naz Legacy Foundation	E

Application Procedure

- Submit your CV (no more than two sides) and letter of application demonstrating in full how you meet the person specification
- Your CV should include two referees: Please give the contact details of two people we are able to contact for references, one of whom should be your most recent employer. Please indicate your relationship to them (they should not be friends or relatives). The referees must be able to comment on your knowledge and experience and your ability to do the job you have applied for.
- Fill out Equal Opportunities Questionnaire and please attach when applying.
- Email to Recruitment@nazlegacy.org with subject: Application: Operations Coordinator

Application Deadline: Friday 8th September, 12pm

Interviews: Week commencing Monday 18th September