



Job Description | Programme and Operations Assistant

Role: Programme and Operations Assistant

Location: Remote (within UK)

Salary: From £33,514

Length of contract: Full time, 12 months with the possibility of extension.

Benefits: 3% employer pension contribution, Employee Assistance Programme, consideration of flexible working requirements and work/workplace adjustments where required

Starting date: ASAP

Closing date: Sunday 25h February 2024 - 11pm

Proposed Interviews: w/c 4th March 2024

About us

Uplift is a campaigning and research organisation at the forefront of helping the UK move towards a fossil fuel-free future and to support a just transition away from fossil fuel production.

The Role

We have grown rapidly as an organisation over the last three years and are looking for a new member of the team to provide cross-organisational support as we head into the next phase of our development.

We're looking for someone with energy and enthusiasm to provide administrative, logistical and project support to underpin the smooth running and efficiency of our operations. It is a varied role that will suit a versatile and strong "generalist" who can handle complexity and is proactive, resourceful, and is keen to embrace technology.

You will work closely with the COO and Operations Manager across a wide variety of tasks and responsibilities.

Job duties and responsibilities

As the Programmes and Operations Assistant, you will be responsible for undertaking and developing administrative processes, operational systems and procedures that support the organisation to deliver its mission and objectives. This will include:

Operations and Administration

- Event Planning - Assist with organising events and meetings, including managing logistics, internal/external communication with partners, and budget oversight.
- Diary Management - Support the arrangement and facilitation of meetings and coordinate activities across the organisation.
- Travel and Accommodation - Act as key contact for our travel service providers and support the arrangement of travel bookings and logistics.
- Information Management - Maintain effective filing and information management systems to facilitate resource sharing and accessibility across the organisation.
- Communications - Act as a first point of contact for external correspondents and callers through our phone, email and website channels.



Funder / Grant Management

- Funder proposals - Support the senior leadership team in the preparation of funder proposals (financial, narrative and other documentation).
- Grant Administration - Maintain overview of all funder reporting requirements and take responsibility for management and preparation of all required documentation.
- Payment tracking - Provide oversight of all funder payment schedules and acknowledgement requirements.
- Subgranting - Liaise with downstream partners regarding administrative requirements and processes to prepare and issue subgrants.
- Due diligence - Undertake initial due diligence activities for downstream partners
- MEL Processes - Support the development and implementation of MEL processes for subgrantees.

IT Administration

- Systems management - Provide administrative and technical support for all of Uplift's IT systems, including Slack, Google Workspace and Microsoft Office.
- Device Management - Maintain an inventory of all Uplift owned equipment and provide technical support and advice for employees.
- Technology Implementation - Identify and implement technical solutions that can support the effective and efficient running of the organisation.

Human Resources

- HR Policy and Support - Assist with the development and/or communication of HR policies.
- Recruitment - Coordinate the recruitment process and provide onboarding support for new starters.
- SCN Liaison - provide a focal point for Uplift employees to engage with our host organisation, Social Change Nest, on HR related issues and administration.

Our ideal candidate will:

The successful candidate will be a self-starter, who is passionate about delivering action on climate change. Essential skills and experiences for this role include:

- Exceptional interpersonal skills, with a real commitment to supporting the wellbeing and the effectiveness of others.
- Exceptional organisational skills with attention to detail, a sense of urgency and a drive to get stuff done.
- Excellent IT skills and a commitment to developing new ones.
- Strong process and project management skills.
- Effective communication skills, both verbal and written.
- High level of flexibility and be comfortable working in a fast-paced, dynamic environment.
- Discretion and an understanding of the importance of confidentiality.
- High level of motivation and ability to work independently.
- Understand, and have a commitment to embodying, Uplift's values of justice and equity through their work.
- Experience delivering administrative and operational support, ideally in an administrative or operational role within a civil society or non profit organisation.



Application

Equality, diversity and inclusion are at the core of Uplift's values and therefore we strongly encourage applications from candidates whose backgrounds or accessibility/support needs mean they have been traditionally under-represented in the climate and environment sector. If you are unsure if you meet the requirements or feel you will be disadvantaged by the process then please email us at careers@upliftuk.org so we can see how we might provide support.

For the application please email a CV (2 pages) and cover letter (2 pages) to careers@upliftuk.org. Please note that we can only accept applications with both a CV and a cover letter. Please use the cover letter to say why you want to work for Uplift and how you could use your experience to meet the responsibilities of the role. Should you have any specific questions you wish to discuss about your application then send an email to careers@upliftuk.org.

Unfortunately, we can only consider candidates who are already eligible to work in the UK.