



Operations Support ToR

Purpose

Climate Outreach is seeking an enthusiastic, organised individual to provide administrative and coordination support to our operational functions for an interim period. You will ideally be based in Oxford, but we are willing to consider remote working.

The work will mostly focus on supporting a recruitment drive for the organisation but will also include supporting other HR functions, ICT and office management. Key to success will be the ability to hit the ground running with administrative tasks, with attention to detail and taking initiative.

Scope of work

The contract will provide support for various operational functions at Climate Outreach including:

Operations department management

- Setting agendas
- Scheduling meetings
- Internal event logistics

HR

- Recruitment, including: setting up new applications on BeApplied platform, scheduling shortlisting and interview dates, and managing the recruitment inbox
- New starter induction – scheduling meetings, organising training, filing docs
- Proofread new policies, JDs, other HR documents as needed
- Support line managers with HR filing and checklists e.g. leaver checklist

ICT

- Organise couriering of ICT equipment as needed
- Support on purchasing and rolling out software as needed e.g. Cisco webex

Project Management

- Formatting and filing templates
- Ad hoc research tasks

Office management (if Oxford based)

- Checking post and forwarding to relevant people
- Ensure workstations are kept tidy and nothing is missing
- Office equipment/furniture research and purchasing



Ways of working

You will be managed by the Organisational Development Manager, who will delegate tasks and support on managing workload.

You will need a laptop and reliable internet connection. A Climate Outreach google account will be provided.

Timeframe

This is a 3 day a week temporary contract for 3 months.

We are looking to fill this position as soon as possible.

Fee

The salary for this role would be the equivalent of circa GBP27,500 pro rata

Next steps

Please email an expression of interest to recruitment@climateoutreach.org with your CV.