

# Operations Coordinator

---

Engineers Without Borders UK



UK  
**ENGINEERS**  
WITHOUT BORDERS

# Welcome

Thank you for your interest in the role of Operations Coordinator. This document will provide more detail of the organisation, the role and how to apply. If you have any further questions do not hesitate to get in contact at [hr@ewb-uk.org](mailto:hr@ewb-uk.org).

## About us

We're part of a global movement of over 60 Engineers Without Borders organisations and tens of thousands of committed individuals and organisations. Together, we are working to put global responsibility at the heart of engineering, to ensure a safe and just future for all.

As a charity, we have long championed the need for engineers to understand the vital role that we all have to play in addressing the grand challenges facing society today. In 2021, we refreshed our strategy, emphasising the need to put global responsibility at the heart of how all engineering is taught and practised. With a different approach, the engineering community has the power to rapidly transform our world for the better and ensure a safe and just future for all.

As society moves towards the deadline to meet the UN's Sustainable Development Goals (SDGs), we are striving to reach the tipping point for globally responsible engineering. We do this by inspiring, encouraging the engineering community to commit to global responsibility, upskilling, so that people are equipped to put purpose into practice; and driving change, collaborating with companies, universities and a wide variety of organisations to accelerate globally responsible engineering becoming mainstream.

By 2030 we will build a movement of over half a million people who individually commit to making a difference and transforming the culture of engineering. This is an ambitious goal but the scale of the challenge that we all face demands it.

### Our vision

Society balances the needs of all people with the needs of our planet.

### Our mission

To put global responsibility at the heart of engineering.

**That is where you come in! The Operations Coordinator is a key role in the organisation, coordinating and supporting all aspects of internal operations, finance and human resources, as well as the logistics of our work in universities which supports the development of thousands of globally responsible engineers every year.**

# The headlines

**Job title:** Operations Coordinator

**Date issued:** July 2022

**Responsible for:** Coordinating and supporting all aspects of internal operations, finance and human resources, and logistics of our work in universities.

**Location:** London, UK with some flexibility to work remotely

**Type of post:** 12 month, full time contract

**Salary:** £26,000-28,000 per annum, depending on experience

**Leave:** 24 days per annum, plus public holidays and 27-31 Dec

**Pension:** Up to 5% matched employer contribution to workplace pension scheme

**Application deadline:** 5 pm (BST) Sunday 24 July 2022

**Interview date:** Thursday 4 August 2022

**Start date:** As soon as possible



# What you will doing

Working closely with our staff team, trustees and outsourced services, you will coordinate and support the processes and systems that ensure an effective day to day running of the organisation. You will spend around 60% of your time supporting internal operations, including office management, finance, people & culture, and approximately 40% of your time providing logistics support for our work in universities, both for our [design challenges](#) and [Chapters](#).

Whilst experience in operations, administration or events will help you hit the ground running, it's just as important that you're proactive, driven to complete tasks on time and to a high standard, and have an interest in the work of Engineers Without Borders UK.

This is an exciting opportunity to get learn and gain experience in the internal and external operations of a small charity, whilst making a contribution to the achievement of Engineers Without Borders UK's vision.

Your responsibilities will include:

## Office and Operational Management

- General office management, including supporting the transition to a new office in September 2022.
- Ensuring that Engineers Without Borders UK's systems, equipment and facilities support the organisation to run efficiently and effectively.
- Supporting the development and implementation of annual operational plans.
- Providing administrative support to the COO and CEO as required.

## Finance

- Weekly, monthly, quarterly and ad hoc finance processes and administration, including raising invoices, processing expenses and reviewing reports.

## People and Culture

- Managing processes for recruitment, on-boarding and off-boarding of staff and trustees. This may extend to consultants and partners, where relevant.
- Ensuring all employment systems, procedures, staff handbook and staff policies, terms and conditions and induction materials are kept up to date in line with employment legislation and follow best practice.

## Policies, Governance and Compliance

- Arranging Trustee and Board sub-committee meetings, collating and distributing papers and minutes as needed.
- Maintaining all documentation and records relating to Trustees, including Register of Interests.
- Updating all Engineers Without Borders UK policies on a rolling basis and ensuring continued compliance with all policies.
- Maintaining Engineers Without Borders UK risk and opportunities register.
- Acting as the Engineers Without Borders UK's Data Protection Officer.
- Ensuring compliance and timely reporting to bodies including Charity Commission, OSCR and Companies House.

## Logistics support for our work in universities

- Supporting onboarding and off-boarding of Chapters
- Tracking the activity of Chapters
- Supporting the logistics of events relating to university engagement ,including our Grand Finals and Community Leaders training series
- Supporting the logistics of our design challenges, for example the scheduling of launch lectures and workshops, onboarding participating universities, creating invoices and managing participation fees
- Other support as required for the smooth running of our operations in universities

Being a small team, everyone is expected to contribute and support others in the overall delivery and improvement of the organisation. This is a great opportunity to develop broader skills and experience, as well as being part of a supportive, dependable team.

## Person specification

- Experience of effectively supporting operational functions of an organisation or team. This could be through general administration or leading / supporting the delivery of projects or events, managing the logistics of these
- Proactive, with the ability to work effectively in a team and independently. Experience of working in a small sized organisations or teams would be beneficial
- Excellent interpersonal skills and experience of engaging and working collaboratively with multiple people
- Excellent ability to plan, organise and balance conflicting priorities
- Experience of achieving objectives to a high standard
- Excellent written and verbal communication skills
- Competent in the use of routine software e.g. Google Suite and standard applications. Ability to learn and experiment with new software
- An interest in making a positive difference to people's lives and the planet, and you see how engineering has a role in this



# Our team

We believe that the performance of our team is dependent on a diverse group of people coming together under a common purpose with shared values and principles. For our people, these translate into the following behaviours which are expected of everyone:

**Passionate about our purpose.** Is driven by deep feelings and motivations but recognises the bigger picture and is not self-righteous or judgmental of others.

**Team player.** Caring and supportive of others, keen to nurture the growth of others whilst maintaining awareness of self and personal development.

**Respectful.** Aware and respectful of different opinions, always assuming positive intent and collaborating to find common direction. Able to follow and respect decisions, as well as make decisions that are respectful of others.

**Professional.** Acts with integrity, recognising role as an ambassador of Engineers Without Borders UK. Well organised, punctual and self-motivated, delivering work to a high standard.

**Open and inclusive.** Open to the ideas and suggestions of others. Willing to encourage the insight of others and invite challenge to your own thinking.

**Inquisitive.** Is willing to learn and contribute with a curious mind and constructive thoughts and feedback.

**Dependable.** Trustworthy and genuine, reliable and self-disciplined, doesn't over-commit or set unrealistic expectations, is sure to communicate challenges so that they can be dealt with in a timely manner.

**Creative.** Able to bring new ideas and approaches and has an opportunity-driven mindset whilst recognising the importance of focus and clear direction.

# How we work

We know our staff are driven by our cause, but we also know that to attract and retain the very best talent and maintain a high performing environment, our culture, working practices and your employment package are important.

## Our culture

We value a positive working environment for everyone on our team. You can expect support throughout your employment with us including induction, regular feedback, appraisals, weekly team meetings and peer-nominated recognitions.

## Working time, place of work and travel

This is a full-time position with a commitment of 37.5 hours per week. We operate flexible working hours around a core hours of 10am - 4pm Monday to Friday. This ensures we can work together effectively as a team as well as enabling us to be supportive of any personal commitments you may have outside of work.

With the nature of this role, there may be some evening and weekend work and travel within the UK, likely including some nights away from home. In recognition of this, we operate a Time Off In Lieu (TOIL) system for 'Out of Hours' work to help you keep a work-life balance.

### Your employment package

We are committed to ensuring that our salary and benefits are in line with the standards of our sector to ensure that we remain competitive. For the Operations Coordinator

- The starting salary is £26,000-28,000 per annum, depending on experience. This is a 12 month, full-time contract.
- You will have access to our workplace pension scheme that is compliant with auto-enrolment legislation and is enhanced: we match contributions up to 5% of salary.
- You will have 24 days annual leave plus public holidays and 27-31 December.
- You will be able to take up to two volunteer days per year.
- You will have access to a Staff Development Scheme in support of continued professional development.

### Diversity, inclusion and equity

Engineers Without Borders UK is guided by a set of principles that we believe will help ensure that all viewpoints and knowledge are heard, included and respected.

We want to make the recruitment process inclusive and accessible. We would be happy to provide any further support that you may require - please get in touch with us via [hr@ewb-uk.org](mailto:hr@ewb-uk.org) and we can think together about how to make this process easier for you.

We especially encourage applications from people of colour, LGBTQ+ people (we are a trans-inclusive organisation), people with disabilities, and people who have experienced other exclusion or marginalisation.

## How to apply

To apply please send a CV (two pages maximum) and a covering letter (up to two pages) to [hr@ewb-uk.org](mailto:hr@ewb-uk.org) with the job title in the subject line. Please outline clearly in your covering letter:

- Your reasons for wanting to join the team at Engineers Without Borders UK
- How this role fits in with your longer term aspirations
- How you meet the person specification
- Where you saw the role advertised

The deadline for applications is **5pm (BST) Sunday 24 July 2022**. We will invite shortlisted candidates to a virtual interview to be held on Thursday 4 August, which will include an opportunity to meet members of our team that you'd work closely with.

If you would like to discuss the role before applying, please contact [hr@ewb-uk.org](mailto:hr@ewb-uk.org).

### Recruitment information

- Engineers Without Borders UK has a legal responsibility to ensure that all its employees have the right to live and work in the UK. An offer of employment will be subject to the organisation verifying that you are eligible to work in the UK.
- Engineers Without Borders UK is committed to selecting candidates for employment based on aptitude and ability, irrespective of gender, race, ethnic origin, disability, nationality, sexuality, religion or belief, marital status or social class.
- Please refer to our Privacy Policy for details of why and how we collect and store your data.

**We appreciate your time and look forward to hearing from you.**

