

Job Description

Job title: Organisational Development and Operations Manager

About the role

Organisational Development and Operations Manager is an exciting, new role within our small non-hierarchical organisation. You will be working to support the smooth running of Platform, developing processes to optimise our capacity and effectiveness, helping us to build a collaborative, creative and rewarding non-hierarchical management structure and developing Platform's anti-oppression practices and culture. You will work closely with our Finance, HR managers and Management Group to ensure effective organisation of our operations and governance functions and will assist with Finance and HR tasks when needed.

Hours: 4 days 32 hours per week based on a 40 hour week.

Contract: Permanent, subject to 6 months' probationary period.

Salary: Circa £34,650 per annum pro rata, depending on circumstances (see Terms & conditions below). Please note we are working towards a 4 day full time week.

Location: Working from home during the coronavirus pandemic.

We currently recommend new staff to use the London office for at least 2 days a week for the first 6 months, but flexible remote working could be negotiated to suit circumstances.

Responsible to: Management Group and Trustees

Platform

Platform works towards a just future beyond fossil fuels, by uplifting marginalised voices, building energy democracy, and working toward a just transition. Platform brings together researchers, organisers, educators, environmentalists, artists, and community activists.

For over two decades Platform has led the way developing policies and practices which are effective, caring, just and democratic - such as our social justice waging system and ground-breaking parental leave policy.

Platform's goals for the next five years are:

1. Resource impacted communities and workers to build and shape a just transition.
2. Enable communities and workers to create and participate more fully in new and existing democratic spaces and processes.
3. Develop energy and food alternatives that transform local economies so they work for everyone.

4. Foster ways of working that centre compassion, care and liberation.
5. Collectively create and implement an internal structure that holds us accountable to our principles as a flat structured organisation and meets our capacity needs.

How we work:

- **Trustees** - as a charity we have a board of Trustees who are supportive and legally responsible for the organisation.
- **Management group** - we do not have a Director instead we have a rotating sub group of staff who have oversight of the running of the organisation to ensure that HR, finance, fundraising and strategy are carried out properly and that the projects deliver on their promised outputs.
- **Core staff** - the staff are split between project workers and core staff. Currently there are 2 core staff (Finance and HR managers) (this role will make 3).
- **Projects** - We currently have 11 project staff who run 7 projects. This is sometimes supplemented by fixed-term or contracted staff.
 - North Sea Just Transition
 - Divest/ Invest
 - mPOWER (Sustainable Cities)
 - Leeds/ CECAP: Energy Transition Partner (Sustainable Cities)
 - London Leap
 - Climate Equities
 - Crude Britannia

What we are looking for:

For over two decades Platform has led the way developing policies and practices which are effective, caring, just and democratic but to ensure we keep them at the heart of everything we do we need to refresh our systems and structures. We're looking for someone who can support us with this process. The role will offer someone the opportunity to be at the forefront of thinking around non-hierarchical structures and practices and you will be encouraged to share learnings with allies and wider movements. We will need someone who is good at systems thinking, practically oriented, well organised and passionate about how the day to day operations of an organisation can be both democratic and effective. You will be a natural problem solver with strong people skills and be prepared to bottom line the more mundane administrative and management processes needed for Platform's effective functioning.

Platform is a unique organisation and this is a unique role, we don't expect someone to have done a role exactly like this before. We are looking for someone who can demonstrate a clear aptitude for this type of work and the ability to develop the knowledge and skills required. Please cite examples from outside of the formal employment if they are most relevant.

Responsibilities

- **Management**

- To work as part of a core team to ensure the effective running of the organisation, including supporting with Finance and HR functions where required. Support the Management Group to oversee HR, Finance, Fundraising, Programming and Strategy processes. Support the management group and other staff with conflict transformation (management) wherever possible.
 - Working with the HR Manager to develop effective management and accountability processes and systems in a democratic, non-hierarchical organisation
 - Managing and coordinating decision making processes within our flat structure: codifying decisions, clarifying how we make decisions on different issues.
 - Underwrite and co-ordinate all staff meetings and bottom line associated admin.
- **Governance**
 - To manage the relationship with the Trustees, the recruitment and induction of new Trustees, convening and administering the meetings. Ensuring appropriate follow up and tracking actions.
 - To work with the staff team to ensure Platform's governance systems are both effective and democratic.
- **Anti-Oppression**
 - Work with the management group and staff team to support Platform to be an organisation that centres compassion, care and liberation.
 - To stay on top of anti-oppression thinking and discussion, and to understand how it applies to Platform.
 - To identify anti-oppression training and discussion needs within Platform and to ensure these are met.
- **Finance**
 - Provide support for the Finance Manager including administering partner organisations pass through grants.
 - Providing support for the fundraising process.
- **Compliance**
 - Be responsible for compliance issues such as charitable law, GDPR and Health and Safety regulations
 - Be responsible for organisational risk management
- **Office // Coworking Management**
 - To ensure the smooth running, maintenance and legal/policy requirements of the London office including supplies and remote working arrangements.
 - Provide the first point of contact via email and post

- Leading on organising retreats and social events
- **Policy**
 - Review existing policies and lead on the drawing up and implementation of new organisational policies.
- **HR**
 - When needed work with the HR role to carry out and develop HR processes and policies
 - Develop creative conflict transformation processes
- **Strategy**
 - Underwriting strategy processes for the organisation as a whole

Person specification

We expect the applicant to meet most of the essentials listed here, and some of the desirable. (But nobody meets everything!). A university degree is not a requirement. Experience can be in a paid or unpaid context.

Essential experience and skills

- Experience of leading organisational operations and support functions
- Experience of managing a team, project or organisation
- Commitment to and excitement about democratic, non-hierarchical structures
- Experience of risk management
- Experience of financial procedures
- Understanding of anti-oppression practices within an organisational context
- Experience of creating effective and democratic systems
- Strong people skills with ability to see a range of perspectives
- Understanding of climate justice; commitment to anti-racist and anti-oppressive values
- Experience of how charity law applies to an organisation

Desirable experience and skills (a reminder: we do not expect applicants to cover a majority of these, you are welcome to pick several to focus on)

- Experience of ensuring GDPR compliance
- Experience of health and safety compliance
- Experience in fundraising
- Experience of HR processes
- Experience of servicing a Trustee or SMT board
- Experience of conflict resolution
- Experience of organisational policy design

- Experience of facilitation, especially of consensus based decision-making

How to apply:

Application Deadline:

Please submit your application by 10.00am on Monday 17th January. We are aiming to conduct interviews in the third week of January, and if necessary second round interviews a week later.

Please send us:

1. **Your CV**
2. **A 2-3 page Supporting Statement. Please include:**
 - **How you meet the Person Specification.**
Please use the Essential experience and skills, and the Desirable bullet point list, above as a template and give specific examples of how you meet any of the criteria. Examples can be from paid or unpaid experience. We do not expect anyone to meet every single criterion.
 - **Why you want this job**
 - **Why you would like to join Platform**
 - **Where you saw the job advertised**

3. A filled out [Equal Opportunities form](#). These are used for our own monitoring purposes so we can improve our recruitment process to make it more accessible and inclusive. The information will not be used for selection purposes except for the positive action described below.

Email your application to info@platformlondon.org by 10.00am on Monday 10th January 2022. Please use the subject heading: 'Operations vacancy'.

We would particularly like to encourage applications from people of colour / Black and Minority Ethnic (BME) people and/or people who identify as working-class/ from low-income backgrounds or who have done so in the past. This is because these groups are currently underrepresented in Platform. Where two or more candidates are judged to be of equal merit, priority may be given to a candidate who belongs to a less well represented group.

Due to limited capacity we are unable to reply to applicants who have not been invited for an interview.

Equal opportunities / Decolonising our work

Platform strives to apply equal opportunities principles both in its recruitment and in its work. The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application materials and their interview performance.

We would particularly like to encourage applications from people of colour / black or brown people, who are currently underrepresented in Platform. Where two or more candidates are judged to be of equal merit, priority may be given to a BME candidate from a background less well represented at Platform.

Due to the ridiculous and racist border restrictions in the UK, Platform is unfortunately unable to arrange work permits for applicants without UK leave to remain.

Let us know if there's any reasonable adjustments you'd like us to make in the application and interview process in view of a disability or health issue.

If you would like to discuss the role or the application process informally, contact us on info@platformlondon.org (you can ask us to ring you back!). If you're unsure about something in the person specs, please do get in touch!

Terms & conditions

Salary:

Your salary will be determined by Platform's ground-breaking Social Justice Waging System, based on a core rate £34,650 per annum, pro rata. Under this radical scheme, not only are all staff subject to the same salary levels (regardless of position in the organisation), the levels are adjusted according to need. For example, there are extra salary increases available to those with children or dependents. We believe this system constitutes a major step forward in providing equal opportunities.

The details of the System are reviewed regularly, with all staff encouraged to participate in the review. Details of the System (including principles, rationale and mechanisms) are available on request from, info@platformlondon.org.