

OPERATIONS ASSOCIATE



KEY FACTS

Application closing date:	Sunday 7 July 2019
Start date:	Monday 2 September 2019
Reports to:	Director of Operations
Contract:	Permanent
Hours:	Between 15 and 22 hours per week (spread over three to five days per week)
Salary:	£26,000 pro rata (£10,400 to £15,600 per annum, based on hours worked)
Location:	Home-based (anywhere in the world, subject to contracting requirements)

ORGANISATION

The Tax Justice Network (TJN) is an independent international network, launched in 2003. It is dedicated to high-level research, analysis and advocacy in the area of international tax and financial regulation, including the role of tax havens. TJN maps, analyses and explains the harmful impacts of tax evasion, tax avoidance and tax competition; and supports the engagement of citizens, civil society organisations and policymakers with the aim of a more just tax system. TJN pursues systemic changes that address the international inequality in the distribution of taxing rights between countries; the national inequalities – including gender inequalities – that arise from poor tax policies; and the national and international obstacles to progressive national tax policies and effective financial regulation.

Supported by a major five-year grant from the Ford Foundation, and grants from other funders including Norad and the Adessium Foundation, TJN is in a period of growth and transition, with a focus on institutional strengthening – building systems and capabilities to enable and support growth and impact through our ambitious five-year strategic programme. TJN is a virtual organisation, with staff working from home across multiple countries and continents, although its legal base (and that of many employees) is in the UK.

ROLE DESCRIPTION

The Operations Associate is a new post, created to support this institutional strengthening process by working with the Director of Operations to build, manage and run a set of key systems and processes covering a range of organisational capabilities, including IT, HR, grant management, events, finance and monitoring, evaluation and learning. The post will also provide some administrative support to TJN's Chief Executive.

We are looking for someone who is genuinely enthusiastic about building systems and processes to make a brilliant organisation even more effective and efficient. This is an amazing opportunity for someone with excellent IT skills, motivation and organisation, as well as very strong interpersonal and team skills, to help a small but rapidly growing organisation, which already punches well above its weight on the global stage, to get to the next stage in its growth. This is not primarily an 'administrative' role, although there is some administration involved; it is, above all, about identifying and exploiting opportunities to make improvements to the ways in which we work together so that we can make the best use of our limited resources.

We are flexible about where in the world the postholder is located (and in which time zone), subject to the need to find a contracting arrangement that meets all applicable compliance requirements. We are also flexible about time commitments; we are looking for someone who can work for between 15 and 22 hours per week (between 40% and 60%), as long as the hours worked are spread over at least three days per week (ideally not consecutive days).

RESPONSIBILITIES

- Keep cloud-based IT systems up to date, order IT equipment and deal with basic IT support requests
- Organise staff meetings, board meetings and other internal events
- Provide administrative support for events and travel, e.g. venue/flight/accommodation bookings
- Provide project management support across the team, including covering temporary capacity gaps
- Support the Chief Executive with travel and diary management
- Support the Director of Operations in building, developing and managing new cloud-based IT systems
- Support the Director of Operations in managing software subscriptions and IT assets
- Support the Director of Operations in preparing contracts for employees and consultants
- Support the Director of Operations in managing day-to-day HR and risk management processes
- Support the Director of Operations in meeting funders' contractual and reporting requirements
- Support the Director of Operations in recording contact management system data from across the team
- Support the Director of Operations in recording monitoring and evaluation data from across the TJN team
- Support the Finance Manager in processing invoices, getting purchase approvals and preparing payments

PERSON SPECIFICATION

Skills

- **IT** / You will need to be very comfortable with advanced cloud software, including databases and website content management systems, as well as being fully proficient with standard office software.
- **Numeracy** / You will need to be comfortable working with and manipulating numbers, for example in working with quantitative monitoring data and financial management systems.
- **Communications** / You will need to be able to communicate effectively, accurately and succinctly, both in person and in writing.
- **Delivery** / You will need to be able to cope with a large, complicated and varied workload, working quickly and efficiently without sacrificing the quality of the results.

Attributes

- **Commitment** / To be focused on achieving high standards in pursuit of TJN's objectives
- **Adaptability** / To find ways of dealing with unexpected opportunities and challenges
- **Resourcefulness** / To achieve results with limited financial and human resources
- **Collaboration** / To work supportively and effectively as part of a team
- **Integrity** / To choose the right course of action when the alternative might be easier

HOW TO APPLY

Please upload a CV and answer a series of questions (addressing the skills listed in the person specification as well as your motivation) at www.taxjustice.net/oa by Sunday 7 July 2019 at 23.59 GMT. You do not need to address the attributes; these will be explored at interview. We anticipate that first round interviews will be held between 11 and 19 July, by remote video link (Zoom). For an informal discussion about the role, contact Will Snell, Director of Operations, on will@taxjustice.net or +44 (0)7928 858882.