

The logo for Airwars, featuring the word "Airwars" in white text on a blue square background.

# PART-TIME OPERATIONS COORDINATOR

## Airwars

### ABOUT THE ORGANISATION

Airwars is a UK-based not-for-profit transparency watchdog which tracks, assesses, documents and geolocates civilian harm resulting from explosive weapons use in conflict-affected countries - such as Iraq, Syria, Yemen, Libya and Somalia. We are affiliated with the Department of Media and Communications at Goldsmiths, University of London, where our office is currently based. As an organisation, we are a member of several civil society networks, including INEW - the International Network on Explosive Weapons use; the Casualty Recorders Network - part of Every Casualty Counts; and the newly established Minorities in Peace and Security network.

#### Why we exist

By building a public record, at scale and in real time, we seek to hold belligerents to account for their actions: we provide a comprehensive and reliable evidence base for individuals, communities and civil society as they bring claims of harm to those responsible; and we push for a narrative shift around explosive weapons use, especially in urban areas, by exposing the devastating human toll of modern urban warfare. We aim to be advocates for civilians in all conflict zones, therefore we do not take positions on the legality or political positioning of any of the belligerents we monitor. We are committed to the field of civilian protection and neutral on all conflicts and belligerents we monitor.

#### Structure

Originally founded in 2014, we are a small team of consultants, staff and volunteers. We bring varied lived experience to the organisation, which is important for us to respect. We work across multiple regions and timezones, including with colleagues based in conflict-affected regions. As such, we want to foster a work environment where we encourage proactive communication among colleagues and a sense of collective purpose.

In the coming years, we are looking to grow our organisation, building new systems and staff support mechanisms. We will be looking to update our internal operations to ensure the continued smooth running of the organisation.

#### Additional Information

This is a hybrid position - in-person requirement in our London office at least two days per week; management of both remote and in-person teams. We are not able to sponsor visas for applicants.

This position could suit people in a variety of different stages of their life and career. We also encourage applications from people who match a lot of the Person Profile, but whose talent and experience may not be reflected in paid professional roles and formal qualifications.

As we monitor incidents of civilian harm, this brings with it a risk of secondary trauma due to repeated exposure to difficult and violent content. While this risk is embedded in the nature of the work we do, we work to put support mechanisms and procedures in place to mitigate this risk.

## ROLE DESCRIPTION

Salary - The salary range for this position is 2.5 days per week, 27,000-31,000 FTE commensurate with experience.

### Operations Coordinator Accountabilities i.e. what colleagues can rely on you to do

- ◆ Ensure Airwars policies and governing documents are understood and adhered to, and flag any areas of non-compliance to the Director
- ◆ Ensure staff and consultants have the relevant access and documentation to meet accounting requirements
- ◆ Ensure all organisational administration and logistics needs are tracked, flagged to the Director for approval, and implemented where necessary
- ◆ Ensure that the Executive Board of the organisation is supported and any administrative requirements are met

### Operations Coordinator Responsibilities i.e. key tasks or activities related to your areas of accountability

- ◆ Maintaining - and where possible improving - internal systems and processes
- ◆ Supporting and liaising with staff
- ◆ Coordination between internal and external operations
- ◆ Administration

## PERSON PROFILE

### Personal Qualities

*i.e. personality traits, characteristics and interests that describe you*

Organised and meticulous	Interested in understanding how things work	Good at explaining processes and systems	Motivated to support the work of others
A structured thinker who notices details and patterns	An aptitude for taking ideas and putting them into practice	Comfortable with change and dynamic work environments	Ability to recognise - and communicate - stress thresholds
Comfortable switching between different types of work throughout the day	Interested in - or intrinsically motivated by - the work of Airwars	Proactive in looking for ways to improve or refine ways of working	Ready to embrace an environment where systems are still evolving
Ability to empathise and think along with colleagues	Good at initiating and maintaining collegial relationships		

## Skills

*i.e. things that you can do competently and independently*

Design new internal processes	Develop and adapt efficient and practical work flows	Record-keeping and back-end data management	Analysis
Break down the small steps within a larger process	Provide constructive feedback	Facilitate administrative processes (internal and external)	Work with multi-lingual teams and in a multilingual environment
Manage administration associated with nonprofits	Design processes for the various aspects of human resources	Design processes for budget and finance administration	Organise meetings and events e.g. logistics, budgets, travel and transport

## Knowledges and Networks

*i.e. specific expertise or connections you can bring to the role*

Knowledge of financial requirements for nonprofits in the UK	The basics of budget planning and forecasting	Familiarity with HR processes, good practices, software etc.	Familiarity with relevant data protection standards that apply to internal records
Understanding of alternative intersectional internal processes and practices	Familiarity with different digital tools / software options for administrative processes	Awareness of funders / donor networks across diverse issues and sectors (local to global)	(Useful) Languages - English; Arabic; Somali; Ukrainian; Russian



# Operations Coordinator Application Process

*Please note, we will not be accepting CVs or other documentation in this process*

We want to give you the best chance to provide relevant examples and to demonstrate the skills, qualities and knowledge that you've gained from a variety of professional, personal, paid, unpaid life experience. At each stage of the process, we'll set out which aspects of the Person Profile (in the job description) are being evaluated so you can focus in - or elaborate - on your responses accordingly. We aim to offer candidates a realistic picture of the role, the organisation and the work environment so that we achieve the best possible match for the organisation and for incoming colleagues.

## STEPS

1. [An initial, introduction letter \(approx. 450 words\) where you tell us:](#)
  - A. What appeals to you about this role at Airwars at this stage in your career or life? (100 words)
  - B. Describe an example of when you've been responsible for proposing - and putting into practice - a new system, policy or internal processes as part of an administrative role in an organisation. (225 words)
  - C. What three things do you think are crucial to pay extra attention to when working in environments where internal processes are evolving? (125 words)
2. A second step where the selected candidates will be invited to submit [an application form](#), to complete [a reflective \(not written\) task](#) (document review) and to participate in a short [discussion with a small selection panel](#)
3. A final interview

In the Introduction Letter, we are primarily assessing:

- ◇ Your interest in the work of Airwars
- ◇ Whether you are comfortable in an environment where systems are regularly evolving
- ◇ Whether you are comfortable with change and dynamic work environments
- ◇ Whether you can design internal processes
- ◇ Your familiarity with different digital tools / software options for administrative processes
- ◇ Your familiarity with back-end data management, record-keeping and relevant data protection standards that apply

At this stage, we anticipate that the task and discussion would take place in the week of: July 11th 2022

We anticipate that final interviews would take place in the week of: July 18th 2022

We anticipate a starting date of: Late August 2022. However the position will remain open until filled.

*For candidates at the interview stage, please do let us know if you have prior professional, personal or other caring commitments to take into consideration when scheduling the interviews.*

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With thanks to [iklektik - the political practice](#) for their assistance in developing our approach to recruitment strategy