

# PART-TIME OPERATIONS COORDINATOR

## Airwars

### *How You Can Make A Difference*

*Accountability matters more than ever. More of us are being drawn to this work because we are looking for ways to contribute our skills and make a difference. If you care deeply about transparency and accountability and want to help support the work of shifting mainstream narratives around explosive weapons and exposing the devastating human toll of modern urban warfare, this role might be for you.*

***Airwars** plays a unique role within the movement of people and organisations holding belligerents to account for their actions. We build the public record, at scale and in real time. Our data provide a comprehensive and reliable evidence base for individuals, communities and civil society as they bring claims of harm to those responsible.*

*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 updating our internal operations to ensure the continued smooth running of the organisation. We are looking for a **Part-Time Operations Coordinator** who is passionate about bringing their skills and knowledge to this work. The salary range for this position is 2.5 days per week, 27,000-31,000 FTE commensurate with experience.*

### Role Description - Operations Coordinator Accountabilities

- ◆ 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

This role covers activities, such as: **maintaining - and where possible improving - internal systems and processes, supporting and liaising with staff, coordinating between internal and external operations, administration.**

**To apply or to find out more about the application process, please [click here](#)**

*Please note, we are accepting applications on a rolling basis and the position will remain open until filled*

## IS THIS YOU?

The quality of our work relies on having a team that reflects a broad range of professional, social and cultural backgrounds, languages and life experiences. If many of the points in the following person profile resonate with you, we would welcome your application and strongly encourage you to apply. We don't expect candidates to have strengths across every aspect of the profile. Our ultimate goal is to find a good match where our new colleague will feel able to thrive within the role and where our work as a team will be further strengthened.

### 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

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

**Knowledges and Networks** i.e. specific expertise or connections

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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



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