



JOB DESCRIPTION

OPERATIONS COORDINATOR

Employment Type:	1 year fixed term contract (renewable)
Hours:	21 hours per week
Location:	Remote (office to be established later in the year)
Remuneration:	£25,000 - £27,500 pro-rata (subject to experience)
Responsible to:	Board of Directors
Application deadline:	Monday, 9th August 2021 by 5:00pm

ABOUT THE EMPLOYER

The Ayaan Institute is an independent think tank based in London, UK. Our vision is to see a Muslim world that is united, independent, strong, prosperous, free of wars and conflict, and capable of resolving its own issues.

The Muslim world is in crisis. Divided into 53 Muslim majority nation states, seemingly powerless, permanently dependent on the West, Russia or China, and unable to tread independent political and economic paths.

The Ayaan Institute aims to stimulate thinking among Muslims to develop and formulate new and creative ideas, and policy proposals for solving the complex problems facing Muslims and their states globally.

PURPOSE OF THE POST:

The Ayaan Institute is a new but fast expanding Institute. The post-holder will manage and coordinate the day-to-day running of the Institute and assist in the development of the organisation.

This is an exciting role overseeing a range of activities, including general admin, organisation and project development, coordinating research, publication of articles, and running events.

The role will be best suited to someone with a diverse skill set, who is well organised and adaptable to a fast-paced organisation. The role requires the ability to respond to the evolving needs of a small but growing organisation.

You will be passionate about the vision of the Institute, agreeing to and abiding by our aims and objectives and working in line with our ethical principles. You will uphold a high degree of confidentiality as the role is privy to sensitive discussions and sharing of confidential information.

There is scope for the role to become full-time in the not too distant future and also opportunities for further progression and career development.

MAIN RESPONSIBILITIES:

Admin

1. Ensure the smooth running of the administrative functions of the organisation.
2. Facilitate and take minutes for meetings and discussions and ensure action points are followed up.
3. Manage email accounts and respond to all email and telephone enquiries.
4. Maintain filing of all documents on google drive and dropbox.
5. Schedule meetings online/ in-person and diarise.
6. Any other matters that arise to advance the goals of the Institute.
7. Maintain confidentiality at all times in relation to internal discussions.

HR

8. Maintain all HR records and files including but not limited to annual leave, sickness, timesheets, appraisals, contracts and company handbook.
9. Post job ads, contributing to preparing job descriptions, collating applications for scoring.
10. Schedule job interviews and assist in the interview process where required.
11. Prepare and facilitate staff and volunteer inductions.
12. Process payroll via company accountant, which includes ensuring annual leave and sick days are tracked.

Finance

13. Process, prepare and record invoices and supplier bills and maintain records with invoice and payment details.
14. Assist in maintaining all expenses and financial transactions and records.
15. Prepare expenses for payment.

Events / External Engagements:

16. To plan and arrange online Zoom conferences with expert panelists; this will encompass planning, logistics, delivery, promotion, liaising with guests and hosts as well as conducting reviews and feedback from events.
17. Support and oversee a small team of staff and volunteers to deliver event.
18. To coordinate the advertising of all online zoom conferences.
19. To assist with setting up Zoom roundtables with specific groups of individuals.
20. To assist with the creation of Charity, Business, Media and other forums to advance the work of the Institute.

Content production and publication

21. To coordinate the work of the team to write articles to agreed standards.
22. To ensure that the website is updated with new content, including designed images for new articles, events, publications or anything else that arises.
23. To coordinate the promotion of the Institute's content to appropriate audiences including sending monthly communication to mailing list subscribers.

Research

24. Assist the Directors in organising and coordinating the work of researchers.
25. To manage the final production of research publications including peer review, proofing and design.
26. Assist in the development of the Associate Programme and thereafter manage and coordinate it.

PERSON SPECIFICATION
OPERATIONS COORDINATOR

E = Essential

D = Desirable

Qualification

- a. Educated to degree level. (E)
- b. Hold a current administrative/secretarial qualification. (D)

Experience

- c. Minimum 2 years office management or office administration experience. (E)
- d. Minimum 2 years experience of supporting Senior Leaders with planning and execution of projects. (E)
- e. Digital content experience for platforms including; the Institute's website, social media, email communication and formal letters, etc. (E)
- f. Maintaining HR records and working with payroll companies. (D)

Skill

- g. Excellent verbal and written communication skills for a diverse audience including external influential people, media and other stakeholders. (E)
- h. Excellent organisation skills including managing projects, preparing work plans and overseeing work of staff and volunteers and filing all work. (E)
- i. Excellent interpersonal skills. (E)
- j. Knowledge of MS Office especially Word and Excel & Google Workspace. (E)
- k. High level of numeracy skills. (E)

Knowledge

- l. Understanding of maintaining financial records, bookkeeping and preparing expenses and invoices for payment. (E)
- m. Understanding of International Relations. (D)

Ability

- n. Ability to work under pressure to agreed deadlines and adapt to change. (E)
- o. Ability to produce accurate, concise and timely minutes of meetings and draft / edit written documents and correspondence independently. (E)
- p. Ability to manage work plans, delegating and overseeing the work of colleagues and volunteers. (E)
- q. Ability to retrieve information from relevant sources through research. (E)
- r. Self-motivated, flexible, able to make judgement as to when to take the initiative on behalf of the Directors. (E)
- s. Ability to engage with stakeholders and people from diverse faiths, cultural and educational backgrounds. (E)
- t. Ability to work with minimum supervision. (E)
- u. Ability to handle confidential and sensitive material. (E)

Commitment

- v. Commitment to the Institute's mission, vision and values and ethos. (E)
- w. Commitment to equality of opportunity and diversity. (E)
- x. Empathy with and understanding of the basic teachings & values of Islam. (E)