



The Hymans Robertson Foundation

Operations Coordinator Role Profile (June 2022)

Job Title:	Operations Coordinator
Salary:	£30,000 p.a. pro rata, + generous contributory pension
Hours:	Initial 18-month fixed term contract, part-time, 14 hours per week (can be split flexibly over Monday to Thursday)
Location:	Flexible hybrid working arrangement – home plus c1 day / week in office (Glasgow or Edinburgh) – to be agreed with the successful candidate.

The Hymans Robertson Foundation's purpose is to make a difference to the lives of people and communities facing disadvantage in the UK, particularly young people who are facing barriers to employment. The Foundation has two core campaigns: **Secure Financial Futures** which supports delivery of financial capability and employability skills training to young people via strategic charity partnerships; and **Communities** which supports long-term local community projects aimed at improving the lives of those in need in our local communities. Find out more about our work at www.hymansroberstonfoundation.org

We're a small charity, funded by Hymans Robertson, a leading financial services firm, and are proud to punch well above our weight. We work with a range of charity partners across the UK and have plans to develop new relationships. We also distribute additional funds to a range of partners, currently via our Young Person's Bursary which delivers financial support directly to young people.

The Foundation is looking for an Operations Co-ordinator to join us and contribute to the overall delivery of our objectives. This is a multi-faceted role which involves working as a member of a friendly close-knit team including our CEO and the core team seconded from Hymans Robertson. The role will offer opportunities to learn about grant-giving and you'll get involved with all areas of our work, including liaising with our partner charities and other Hymans Robertson teams on volunteering opportunities.

THE ROLE

This is a newly created position and isn't limited in remit. Your role will be varied, and you'll build relationships across our network of partners and volunteers, allowing you to use your initiative to support key activities and stakeholders.

Key focus

- Building and managing relationships with our charity partners' support teams (operations, communications, marketing, etc) to support the activity of the Foundation and its UK-wide network of partners.

Your role will also involve:

- Managing invoice activity, documentation and records for grants, bursary and other funds (quarterly)
- Maintaining management information data and working in support of the CEO and Secretary in the preparation of impact reports for internal and external audiences (quarterly)
- Supporting external and internal communications, including managing the Foundation's website and social media networks and working with partners and stakeholders to produce content which tells the story of the Foundation's impact (monthly)
- Working with partners to source and plan volunteering opportunities and communicate updates to volunteering coordinator teams at Hymans Robertson (monthly)
- Assisting with the design and production of board papers, reports and presentations and attending board meetings and other meetings (2-monthly/as required)
- Helping coordinate and support meetings and events, including minute-taking (as required)
- Assisting with special projects and other activities supporting the day-to-day running of the Foundation (as required).

Hours and location

We're offering an initial fixed-term contract for 18 months, part-time (14 hours per week) with a flexible hybrid working pattern. This will see you split your working time between home and one of Hymans Robertson's city centre offices in either Glasgow or Edinburgh.

About You

We're looking for an energetic self-starter, with excellent communication and organisational skills and a willingness to get involved. Attitude and mindset are important to us - you must be willing to use your initiative and have the curiosity to quickly understand and contribute to our activities. You will need to be detail-oriented with the ability to prioritise your time well.

This role is an exciting opportunity for somebody with a passion to help make an impact in the lives of young people and communities facing hardship and disadvantage. Previous third sector or understanding of policy impacting our areas of focus would be a distinct advantage but is not essential: You'll have the chance to learn from the Foundation and its network of partners, helping you to develop a broad range of skillsets and knowledge of the third sector.

Essential Requirements

- Experience in a similar role (operational, project management, administrative support), working with and developing relationships with multiple contacts
- Proficiency in Microsoft Office applications and ability to use other software products
- Proactive thinking and planning around problem solving
- Able to use initiative and work flexibly both unsupervised but also able to work as part of a close-knit team.
- Excellent attention to detail

- Strong organisational and prioritisation skills
- A positive can-do attitude and willingness to embrace a variety of duties
- Good verbal and written communication skills; able to communicate clearly and confidently to a range of internal and external stakeholders

Desirable Skills/Experience

- Experience of, or a passionate interest in young people charity sector work

To Apply

Applications should be submitted via the [vacancy listing](#) on Hymans Robertson's careers site