



GIRLS NOT BRIDES

The Global Partnership
to End Child Marriage

Senior Operations Coordinator, *Girls Not Brides*

Girls Not Brides is seeking a Senior Operations Coordinator to oversee key operational processes, services and human resources activities.

Girls Not Brides is the only global organisation entirely focused on creating and sustaining a worldwide movement to end child marriage, and ensuring that this movement leads to tangible change for the girls at risk or affected by the practice. We are a network of over 1,000 civil society organisations in over 95 countries, all committed to working in partnership to end child marriage.

Our vision is a world without child marriage where girls and women enjoy equal status with boys and men, and are able to achieve their full potential in all aspects of their lives. Our vision challenges deeply embedded social norms that harm the lives of girls, women and their communities.

Our members are diverse. They vary in size, location, and the type of work they do. They include programme implementers and service providers working directly in their communities, and groups focused on research and advocacy to bring global, regional and national attention to this problem. They include small community groups and large international NGOs. Our members approach how to address child marriage from various perspectives, including health, women's and girls' rights, child protection, education, economic empowerment and general development.

In some countries, our members have come together to form national coalitions to end child marriage. Collective engagement helps to consolidate their work and catalyse broader national action to end child marriage.

The *Girls Not Brides* secretariat is based in London, with colleagues in Mexico, Nairobi and New Delhi. The secretariat coordinates and supports the activities of the Global Partnership in line with our 2017-2020 strategy, which was developed in consultation with 500 members and partners.

The secretariat team has grown rapidly and its work has become increasingly complex. We are therefore looking for a Senior Operations Coordinator who can help ensure that we have the operational processes in place to deliver on our ambitious goals, and that our global team has the support and coordination it needs to function at its best.

Girls Not Brides: The Global Partnership to End Child Marriage

Seventh Floor, 65 Leadenhall Street, London EC3A 2AD, UK, www.GirlsNotBrides.org

Girls Not Brides: The Global Partnership to End Child Marriage is a company limited by guarantee (Reg. No. 8570751) and a registered charity in England and Wales (Reg. No. 1154230)

Key responsibilities

- Oversee the smooth running of internal systems, services, tools and databases.
- Review, develop and implement varied organisational policies and procedures.
- Line-manage the Operations Assistant.
- Provide varied human resources support.
- Coordinate various team-wide activities.

Internal services

- Oversee the development and use of effective and up-to-date operational, information technology and communication systems, tools and databases to enable our teams to work efficiently.
- Ensure that key systems and tools work effectively within our London office, for our regional teams and for team members travelling across the world.
- Develop tailored systems and tools for the specific information technology and communication needs of different teams.
- Manage the outsourcing of services and relevant external consultants, as required.
- Oversee contracts and relationships with service providers including those providing information technology, phones, communications, staff safeguarding and office maintenance support.
- Coordinate office relocations as required.

Operations

- Line-manage the Operations Assistant and support other colleagues in the Operations Team as required.
- Contribute to developing and updating varied operational policies and procedures.
- Assist team members in understanding and implementing organisational policies and procedures.
- Lead on *Girls Not Brides'* compliance with data protection requirements.
- Lead on the Operations Team's input into *Girls Not Brides* monitoring and evaluation processes.
- Lead on organisational health and safety policies and procedures.

Human resources

- Provide varied human resources support to the Head of Operations.
- Support all stages of the recruitment and induction process, including developing job descriptions and person specifications, preparing job advertisements, shortlisting candidates, interviewing and hiring processes of candidates.

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- Assist with the preparation of consultancy contracts and maintain the record of consultants.
- Manage relationships and communications with *Girls Not Brides'* benefits providers, including payroll, pensions and insurance providers.
- Manage the sponsored license and visa application process for relevant employees.
- Conduct DBS checks on employees, trustees and consultants, as relevant.
- Maintain up-to-date employee records, including on our HR platform, in line with data protection requirements.

Team coordination

- Coordinate monthly whole team meetings.
- Coordinate the operational support provided by the Operations Team towards the preparation, implementation and follow-up of the *Girls Not Brides* secretariat's major events and meetings.
- Proactively identify and coordinate opportunities for better ways of working for the Operations Team and wider *Girls Not Brides* team.

Wider responsibilities of *Girls Not Brides* team members

- Commit to the mission and vision of *Girls Not Brides*, putting them at the forefront of all planning, work and actions.
- Uphold the core values of *Girls Not Brides* in all areas of work and interactions with colleagues, members, partners and other stakeholders.
- Comply with *Girls Not Brides* policies and processes, with particular note for safeguarding, the code of conduct and data protection.
- Ensure that internal databases and monitoring information are kept fully up-to-date.
- Commit to ongoing personal development and learning.
- Fulfil any other reasonable requests for the advancement of the *Girls Not Brides*.

Person specification

Essential

- Significant professional experience in a comparable operational role.
- Strong interest in and fluency with applying new technologies to teamwork; excellent information technology problem-solving skills.
- Experience in managing work systems, services and external relationships.
- Experience of effectively managing and developing varied databases and systems.
- Experience in human resources, with excellent knowledge around legal requirements and best practise.

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- Proven experience of budget management, with a keen awareness of the importance of value of money and efficient use of resources.
- An innovative and initiative-taking approach, with the vision, creativity and practical skills to assess, develop, improve and systems and processes.
- Ability to deal with competing demands, multiple priorities, time constraints and unanticipated external events.
- A degree-level qualification in a subject which developed relevant skills and competencies, i.e. analysis, critical thinking, communication, or proven professional experience which developed the same.
- Excellent written and spoken English, including strong ability to conceptualise, write and edit documents; a keen eye for detail and accuracy.
- Ability to maintain strict confidentiality.

Desirable

- Experience of line-management.
- Knowledge of Salesforce and Basecamp.
- Proficiency in French or Spanish.

At *Girls Not Brides*, we are committed to the wellbeing, empowerment and rights of children, and to safeguarding children from harm in all of our activities. *Girls Not Brides* aims to promote an environment of trust and understanding where the welfare of children is paramount. You will adhere to the *Girls Not Brides* Child Safeguarding Policy and its Code of Conduct and report any concerns relating to the safeguarding of children in accordance with agreed procedures.

Salary range: £37,000-£42,000, depending upon experience, plus a generous benefits package

How to apply

We are an equal opportunities employer and we welcome applications from all suitably qualified persons. To apply, please send your CV and a brief cover letter demonstrating how you meet the criteria for this position to recruitment@GirlsNotBrides.org by 23:00 GMT on **Wednesday 27th March 2019** clearly stating “Senior Operations Coordinator” and your name in the subject line.

First round interviews will take place on **Tuesday 9th April** and final interviews will take place on **Monday 15th April** in our London office.

We regret that due to the large number of applications anticipated, only shortlisted candidates will be contacted.

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