

JOB DESCRIPTION



JOB TITLE:	Operations & Development Analyst
FUNCTION/TEAM:	Operations & Development
HOURS:	Full-time hours
SALARY:	£29,823

EQUAL OPPORTUNITIES

As a small charity working to disrupt the global business of human trafficking, gathering intelligence, and delivering campaigns and projects around the world, we recognise that our team is strengthened by the knowledge, experience and insights that people from a wide range of backgrounds bring. As a minimum, we expect all applicants to show a demonstratable commitment to equality and diversity.

SUMMARY OF THE ROLE

This role will join our team to prevent and disrupt human trafficking. This role will sit in our Operations and Development Team who is focused on how we grow and scale our impact as an organisation. This team works on:

1. Finding and securing funding opportunities,
2. Managing and reporting our financial position and progress,
3. Measuring our collective impact to prevent human trafficking, and
4. Supporting the team with the systems and structures they need to thrive.

This role will hold a wide range of tasks from research, data analysis, bid writing, stakeholder management, enhancing internal processes, and team building. This is a unique opportunity to work across every team in our organisation and hone a widely transferrable skillset.

The successful candidate will be a strong generalist, excellent communicator, and excited to problem solve.

SUMMARY OF RESPONSIBILITIES

Fundraising & Development

- Researching potential funding opportunities to develop a consistent pipeline of relevant opportunities, and writing/submitting applications for these opportunities.
- Helping develop and deliver individual giving initiatives and corporate giving opportunities.
- Maintaining and strengthening relationships with funders and donors through consistent communications.
- Managing gift aid reporting.

Finance

- Supporting Head of Operations to maintain all internal financial processes including reconciliations, invoicing, expenditure, and monthly accounting.
- Supporting Head of Operations to deliver finance reports for the leadership team to make data-driven decisions.

Operations

- Developing and monitoring effective internal processes and systems for the team to effectively deliver across a range of systems (Okta, Monday.com, SharePoint, Confluence).
- Supporting Project Managers and internal MEL lead to effectively capture indicators that measure our charity's impact.
- Organising regular team days and team building opportunities.
- Responsible for handling confidential information appropriately.

PERSON SPECIFICATION

- Relevant transferrable skills, no degree required
- Excellent written and verbal communication skills, capable of tailoring language to different audiences, and building trust
- Capable of producing high quality open source research
- Acumen for numbers and statistics (decent Excel skills)
- Strong organisational skills and passion for building slick systems and processes
- Interest in social media with ability to create visual assets on Canva
- Excellent time management and ability to juggle multiple priorities
- Interest in human rights and preventing modern slavery and human trafficking

PERSONAL QUALITIES

- Strong demonstration of STTG values: trusted, innovative, driven, disruptive, and imaginative
- Ability to multitask to a high level, while meeting deadlines and managing time effectively
- Highly resourceful, self-starter, open to innovation with strong attention to detail
- Growth mindset, open to giving and receiving feedback
- Ability to work effectively independently and in a team, with excellent communication skills