



FSC Operations & Learning Associate (UK-Trust)

Title:	Operations & Learning Associate
Status:	Part time (20 hours per week), with flexibility around preferred working pattern.
Employed by:	Global Fund for Children
Reports to:	FSC Director
Location:	UK based. Some remote working with at least 1 day per week reporting to the GFC UK office in Central London.
Salary:	£28,000 - £35,000 pro rata (equating to £16,800 – £21,000 actual salary)

Global Fund for Children

Global Fund for Children partners to build a world where all youth are safe, strong, and valued. We pursue this mission by investing in innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. The Funder Safeguarding Collaborative (FSC) is a special project housed within GFC which promotes collaboration, listening, and learning among funders and organizations to support and strengthen safeguarding practices globally.

Position Summary

The Operations & Learning Associate will play a key role in ensuring the smooth day-to-day operations, providing logistical, technical and administrative support across the full range of FSC activities. The role will also contribute to a culture of continual learning and improvement through coordinating the implementation of FSC's Learning Framework and administering regular feedback and learning surveys.

A successful candidate must be able to self-manage projects and tasks to completion. Flexibility, positivity, proactively, independence, drive and a willingness to pitch in as true team-player are essential to success. This role reports to the FSC Director.

FSC Network Support

- Function as an internal point-of-contact for external enquiries about the FSC, respond to incoming general emails and direct to correct contact as necessary.
- Coordinate invitations, registration and logistical arrangements for FSC webinars, meetings and other member events

- Provide support to FSC members to register, navigate and engage with the resource library, online groups and other community functions.
- Maintain and update the FSC webpage, with support from the GFC Marketing and Communications team.

Administrative Support

- Ensure accurate documentation is maintained on FSC members, including processing new memberships and entering member details on the FSC database.
- Request and process invoices for FSC membership and technical support services, maintaining up to date records of contributions, invoice payments and donations.
- Support the FSC leadership in scheduling, prioritizing and responding to emails and other communications
- Coordinate Team Meetings, Steering Committee Meetings and other team engagement activities.
- Coordinate onboarding for new FSC team members and consultants, including providing inductions and support on the use of IT, database entry and other administrative systems
- Assist in updating and maintaining FSC policies, procedures and processes.

Learning

- Support the FSC team on the implementation of learning tools and protocols, ensuring data is collected and recorded consistently.
- Administer training feedback survey, consolidating feedback and develop reports on findings.
- Administer annual learning survey, sending survey link, cleaning and consolidating data. Support the development of reports and presentations on findings and presentations.

Other

- Adhere to the highest standards of safeguarding at all times, in line with GFC's Safeguarding Policy, and proactively contribute to the implementation of FSC's Safeguarding Commitments.
- Perform other duties as may be assigned by the FSC Director.

Desired Qualifications, Experience and Skills

- Excellent verbal and written skills, with the ability to communicate with a broad range of internal and external stakeholder.
- Exceptional organizational skills, with the ability to manage multiple tasks and deadlines independently.
- Experience using a broad range of online tools and the full Microsoft Office suite.
- Experience administering and collating information gathered via surveys, interviews and other forms data collection.
- Collaborative team player with high degree of personal initiative, emotional intelligence and accountability.
- Passion for GFC's mission and for the mission and values of FSC.
- Good judgment, tact, patience, and sense of humor.
- Based in the UK, with the ability to travel to the GFC London Office and legally eligible to work within the UK.

Applications

If this sounds like a fit, we want to hear from you. Please send a CV and covering letter to careers@globalfundforchildren.org with “FSC Operations & Learning Associate” in the subject line.

Closing date for applications is **Monday 19th December 2023**.

GFC is an equal opportunity employer and are committed to creating an inclusive environment for all employees. We particularly encourage applications from under-represented groups such as returning parents or those who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability and from less advantaged socioeconomic background.

Interviews will take place in January 2023. A formal offer of employment will always be dependent upon receipt of satisfactory references.