



Funder Safeguarding Collaborative (FSC) Operations & Learning Associate

Title:	FSC Operations & Learning Associate
Status:	1 year maternity cover. Part time (20 hours per week), with flexibility around preferred working pattern.
Employed by:	Global Fund for Children
Reports to:	FSC Executive Director
Location:	UK based. Hybrid working between home and 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.

Funder Safeguarding Collaborative

The Funder Safeguarding Collaborative (FSC) is committed to building a world where safety and wellbeing are at the heart of every organisation. We are a thriving network of grant-making organisations who are driving action within their own organisations and the organisations they fund in order to create cultures and practices that keep people safe.

FSC achieves change through three mutually reinforcing strategies. We generate new knowledge and evidence about safeguarding in grant-making to improve the impact of funder practices. We then share this knowledge through creating spaces for dialogue, reflection and learning to increase awareness and commitment to safeguarding among funders. Finally, provide specialist technical support to funders to help them implement safeguarding effectively and will work with others to ensure access to high quality safeguarding support for grantee partners.

Our work is underpinned by our four core values:

- **Champion Safety:** We believe that everyone has the right to be safe and a duty to take action to prevent harm and promote the wellbeing of others.
- **Promote Continuous Learning:** We acknowledge what we don't know, value the knowledge that diverse voices bring, and commit to continually learning, adapting, and then learning some more.
- **Build Trusting Relationships:** We cultivate relationships based on mutual trust and respect, creating inclusive spaces where individuals feel safe to ask questions, learn from mistakes, and improve their practices.

- Challenge Power Imbalances: We actively identify and challenge power imbalances and structural inequalities that get in the way of building safer organisations.

FSC is nested within Global Fund for Children who provide administrative support and technical expertise to develop and grow the Collaborative.

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 Monitoring, Evaluation and Learning Framework, 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 Executive Director.

FSC Network Support

- Function as an internal point-of-contact for external enquiries about 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.
- Create and distribute, with support from the GFC Marketing and Communications team the FSC newsletter.
- Co-ordinate marketing, promotion and tracking of purchases and queries linked to FSC paid member events.

Administrative Support

- Ensure accurate documentation is maintained on FSC members, including processing new memberships, renewals, departures and entering member details on the FSC database (Salesforce)
- Request and share invoices for FSC membership and technical support services, maintaining up to date records of contributions, invoice payments and donations.
- Maintain up to date financial change statistics for all members.
- Support FSC leadership in scheduling, and responding to emails and other communications.
- Coordinate and document Team Meetings, Steering Committee Meetings and other team engagement activities.

- Coordinate onboarding for new FSC team members and consultants, including preparing contracts, providing inductions and support on the use of IT, database entry and other administrative systems.
- Assist in creating, updating and maintaining FSC policies, procedures and processes.
- Assist in payment processing for third party vendors, Consultants and any other FSC related payment requests.
- Providing ad hoc administrative support to FSC Consultants.
- Assisting in booking FSC team travel.

Learning

- Support the FSC team on the implementation of learning tools and protocols, ensuring data is collected and recorded consistently.
- Administer a range of surveys for membership, consolidating feedback on findings.
- 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 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 stakeholders.
- 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 and Salesforce
- 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 on a weekly basis, and legally eligible to work within the UK.

Benefits

We strive to build a culture that embraces care and wellbeing. Our global employee benefits include:

- Comprehensive medical, dental and vision plans

- Generous paid time off (annual leave, enhanced sickness leave, wellbeing days, sabbatical leave, family friendly leave)
- Flexible work arrangements - remote/hybrid/compressed work schedules
- Pension plan contributions
- Employee Assistance Services

Holidays – 30 days annual leave (pro rata) and 8 public holidays.

Learning – FSC encourages professional development as a part of our culture and values. FSC provides regular opportunities for training, collaboration, and mentorship. Employees may access professional development funds to support continued learning.

Applications

If this sounds like a fit, we want to hear from you. Please submit your CV and covering letter at the following link: <https://global-fund-for-children.breezy.hr/p/63435106473f>

Closing date for applications is the 7th of February 2025.

Interviews will take place towards the end of February 2025. A formal offer of employment will always be dependent upon receipt of satisfactory references.

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.