

Operations Officer Volunteer

Role Profile

<i>Start Date</i>	September 2024
<i>Hours</i>	16/week
<i>Duration</i>	6 months
<i>Location</i>	Remote Working (must be based within the GMT to GMT+3 time zones)
<i>Benefits</i>	<p>Being part of a wonderful team and helping amazing grassroots organisations find volunteers.</p> <p>Direct insight into how a charity operates.</p> <p>Mentoring support & training related to the role and your development interests.</p> <p>Flexible working hours.</p> <p>There is no financial compensation associated with this role.</p> <p>This role can be accounted as an official internship.</p>

To apply, please fill in this [application form](#)

Purpose

We are seeking a motivated Operations Officer to join our team as a volunteer. This role is integral to the smooth functioning of our organisation, providing vital support to the Interim CEO and contributing to various aspects of our operations, including administration, HR, reporting, project management, and more. The diversity of this role means every week will look a bit different! This role is vital in order for Indigo to keep our services running and provide support to our partners, volunteers, and ultimately the refugees we serve.

You will be working with the Interim CEO and supported by the rest of the Indigo team.

Responsibilities

Administrative support

- Liaise with the CEO on managing day-to-day operations and engaging external stakeholders.
- Keep record of documents and day-to-day information in line with the organisation's data management efforts.
- Support with project management tasks such as keeping and circulating minutes, as well as monitoring & evaluation.

HR & Recruitment

- Support the recruitment process by posting job listings, screening candidates, coordinating interviews.
- Assist in the account set up and onboarding new team members.
- Identify and organise training opportunities for team members to enhance their skills.

Optional Involvement in Other Areas

- You will have the opportunity to contribute to budgeting, fundraising efforts, research projects, partnership management, and marketing activities based on your skills and interests.
- Collaborate with various teams within the organisation to support ongoing projects and initiatives.

Internal Risk, Compliance and Policy Work

- Support the Board of Trustees in conducting a full internal governance review every 18 months.
- Support in sustaining our GDPR compliance and data protection efforts throughout our work.



- Support the Board of Trustees and Interim CEO in their continuous risk management and compliance efforts.

Skills & Experience

- Strong written and verbal communication skills, with attention to detail.
- Ability to work independently, proactively and collaborate effectively within a team.
- Proficiency with Google workspace (Docs, Sheets, etc) and familiarity with Salesforce is a plus.
- Strong organisational and multitasking abilities.
- Previous experience in sales, GDPR compliance, and/or reporting is a plus.
- Prior experience or coursework in fundraising, nonprofit management, or related fields is a plus.
- Interest in working remotely, managing your own time and multitasking.

At Indigo Volunteers we see our differences as our strength.

We are committed to cultivating an equal and fair working environment free from discrimination on the grounds of gender, marital status, race, ethnic origin, nationality, disability, sexual orientation, mental health, religion or age. We believe in promoting a sense of belonging, where our people are heard and valued and diversity of experience and perspective is celebrated.

About Indigo

Indigo Volunteers is a charity that recruits volunteers, supports grassroots organisations, and creates networks along the European refugee route. We believe in the power of ordinary people, and enable them to work together to support refugees and displaced people. We work within a community of remarkable grassroots charities, volunteers, sector experts, and humanitarian organisations that are positively dedicated to supporting communities coping with displacement, inequality, and social injustice. Have a read about us [on our website](#).

OUR VALUES

1. **Human-centred.** We put relationships, lasting collaborations and human wellbeing at the centre of everything we do.



2. **Humility.** We acknowledge that we do not have all the answers; we welcome feedback and strive to continuously learn.
3. **Accountability.** We follow through on our commitments; we are honest and transparent.

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