



Resource Justice Senior Coordinator

Job Application

Role: Senior Coordinator

Deadline to apply: Saturday 1st April 2023, 11.59pm

Place of work: primarily working from home, with a requirement to attend occasional in person meetings & events in London and around the UK.

Hours: 3 days per week (21 hours), flexible hours with requirement to occasionally work evenings and weekends.

Contract: 18 months fixed term contract, with extension subject to funding.

Salary: £24,000 - £25,200 per year (based on a FTE of £40,000 - £42,000), 18 days annual leave (based on a FTE of 30 days)

Start date: as soon as possible.

[Resource Justice](#) is a community of young people in the UK with access to wealth committed to the equitable distribution of wealth and power. As an organisation, Resource Justice uses education and community building to encourage members of our community to move money to social movements that can create systemic change.

We are looking for a highly motivated Senior Coordinator who will be primarily responsible for leading on organisational development, administrative tasks, keeping our volunteer teams on track, and supporting us with member organising and education. You will be accountable to our Board of Directors. This role requires that you have the Right to Work in the UK.

RJ's core organising group has been active for five years in the UK, working on a voluntary basis with some paid advisors helping to inform our work. We are a registered cooperative and are now at a stage where we are looking to bring on board our first part-time staff member to help us expand what we are doing and make this work sustainable. Part of being in this role will be to help us to develop how this role works within RJ.

We're looking for someone who is motivated, so if you don't have everything on the person specification but you share our values and passion, then please apply!

For more information on Resource Justice visit our website here: www.resourcejustice.co.uk

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Duties will include:

Priority areas of work:

- Organisational development.
- Program and event management.
- Task management and member organising.
- Administration of day-to-day tasks.

Examples of organisational development duties

- Developing policies and processes in line with our cooperative values.
- Developing volunteer capacity from RJ members.
- Developing a fundraising strategy from RJ community members and external sources.

Examples of member organising:

- Support educational events and courses: working with facilitators, publicising events to our mailing list; sending reminders; assisting with Zoom; supporting ongoing meet-ups following on from courses; etc.
- Managing our member database: keeping membership records up to date; supporting with tracking organising related information.
- Engagement with potential new community members about RJ and the work we do.

Examples of task management duties:

- Attend and support “co-working meetings” together with member volunteers.
- Supporting volunteers on their tasks to ensure they are completed prior to agreed deadlines.

Examples of administrative duties:

- Managing the organisation’s inbox
- Scheduling and attending meetings: collate agendas, organise Zoom links or meeting venues, following up on actions afterwards.
- Supporting the board with legal duties, such as reporting to Companies House and HMRC.
- Financial management, such as keeping track of expenditure, invoice administration, planning budgets and financial reporting with our accountant.
- Working with contractors to maintain and update our website.
- Supporting contracted freelancers to carry out work for the organisation, such as agreeing contracts and overseeing projects.

Benefits

- 18 days annual leave (based on a FTE of 30 days)
- Flexible working hours
- Primarily working from home
- Enhanced parental leave

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- 6 weeks fully paid sick pay, 6 weeks at half pay from day one of employment
- Workplace pension scheme with employer pension contributions: 5% employee-paid and 8% employer-paid.

Person specification

We expect the successful candidate to have:

Essential

- Excellent time management and organisational skills.
- Ability to keep track of a varied workload and follow up on actions and decisions.
- Experience of organising meetings and events.
- Efficient inbox management skills.
- Experience of coordinating volunteers.
- Experience of project management.
- Excellent leadership skills, self-motivation and ability to prioritise and make decisions in an unstructured environment, and ask questions when unsure.
- Commitment to the underlying principles of wealth redistribution, equality, anti-oppression and cooperative values.
- Comfortable (or working on becoming comfortable) with openly discussing your own relationship to wealth and class privilege with others.
- Comfortable with saying no and managing your time, energy and workload so it is sustainable.
- Experience within a movement organising context

Desirable (we can provide training if you do not feel confident in these areas)

- Experience with Cooperative governance.
- Experience carrying out structured organising conversations and broader organising processes, and in training others to do so.
- Experience with planning budgets and tracking expenditure.
- Experience with Gmail & Google Workspace, Airtable, Mailchimp, Zoom, Slack.
- Experience managing member databases.
- Experience with employment law and HR knowledge, such as creating administrative systems for a cooperative hiring processes for contracted and freelance workers.
- Experienced and comfortable with fundraising.

To apply:

- Please fill in this [application form](#).
- The form includes a section to tell us about your experience with reference to the person specification.

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- We welcome this information alternative formats (eg. voice notes up to 7 minutes) please contact us on info@resourcejustice.co.uk to submit in an alternative format.
- Please complete the [Equalities Monitoring Form here](#).
- If you have any questions, please contact us at info@resourcejustice.co.uk

We aim for interviews to happen on Zoom during the week commencing 17th April and we will aim to let all candidates know the outcomes of interviews by 5th May. These dates are subject to change if circumstances require. Please let us know if you have any access requirements in advance and we will do all we can to put any necessary adjustments in place.

The hiring process:

Reviewing candidates

After applications are received, diversity monitoring information will be separated from the application data and will not be made available to the hiring committee. A shortlist of candidates will be selected by the hiring committee. All candidates will be informed of their application outcome within two weeks of the closing date, whether or not they're proceeding to the next stage.

Remote interviews

Shortlisted candidates will be interviewed by the hiring committee (two or three people) on Zoom. Following these interviews, it is possible that there will be a second stage of interviews.

Offer stage

The hiring committee will convene with the goal of selecting and making an offer to one of the candidates. We will offer feedback to people who were interviewed but not selected.

Data Privacy

For details about how we process your data, please see our [privacy notice](#).

Resource Justice Equality Statement

- We know that people from certain backgrounds and identities are often excluded in progressive movements and we're committed to doing what we can to correct this. So we particularly welcome applications from marginalised groups, especially people of colour and other ethnic minorities, people who identify as LGBTQIA, Disabled people and those who identify as working class or have done so in the past.
- There are no formal education requirements for this role. As long as you can show us you have the skills we don't mind where you got them from!