**Platform Thirty1 is Recruiting an Operations Assistant**

**We are looking for someone who wants to know their work makes a tangible difference to others and has a desire to work with a team as passionate, ambitious and high performing as they are.**

Platform Thirty1 is a women-led not for profit, that **brings people together through creativity to generate agency and power**, so that those we work with can tackle societal, environmental, political, personal, or cultural problems that are important and impactful to them, their family and/or their community.

Our company principles of creating change, being context specific, having integrity & being unapologetically authentic underpin all of our work. We are entrepreneurial with a range of commissioners, funders and partners, and have grown independently since our humble beginnings in 2016.

Our three strands of work are:

* Community: co-creating with residents predominantly within ex-industrial areas in and around Amber Valley and Bolsover districts
* Sector Development: strategically supporting cross-sector working, freelancers and organisations
* Refuges: holistic support for children and women who have experienced domestic abuse

Each strand contains multiple programmes and projects, and this role will work across all 3 strands by supporting our core company operations.

Building upon 8 years of innovation, delivery and development, we are now able to grow our core team to support the growing demand for our activities. This new post will predominantly work alongside and support our Operations Lead. You won’t be put in one lane, instead having the chance to cross-pollinate across the team, communities and partners we collaborate and co-create with.

**Who are Platform Thirty1?**

[Samantha Whelan](https://www.linkedin.com/in/samantha-whelan-15154213/) is our Chief Executive leads on our Sector Development strand, and [Jodie Cresswell-Waring](https://www.linkedin.com/in/jodie-cresswell-waring-a3b62540/) is our Director leading on our Communities strand, both of which are company founders. We have two additional core employees and we commission approximately 25 freelance professionals per annum.

The Board is made up of Sam and Jodie and five other voluntary members; [Norman Leet](https://www.linkedin.com/in/norman-leet-77b0551/), [Dr Laura Knight](https://www.linkedin.com/in/laura-knight-9a18b5ba/), [Ama McKenley-Ballantyne](https://www.linkedin.com/in/ama-mckenley-ballantyne-2958721a/?originalSubdomain=uk), [Sarah Barnett](https://www.linkedin.com/in/sarah-barnett-2580201a3/) and [Nikki Waters](https://www.linkedin.com/in/nikki-waters-303732137/).

**Key dates**

**Application deadline: 10am Monday 8th April 2024**

Notification of interview: 9th April 2024

In-person interviews: 15th, 16th, 18th or 23rd April 2024 at our HQ in Pleasley Mill, with interview questions shared in advance

Start date: Immediate start available with scope for staggered start for induction and settling in

**To apply**

Please send the following to [lisa@platformthirty1.com](mailto:lisa@platformthirty1.com) by 10am Monday 8th April:

* A completed application form
* Your CV\* in any format EG word doc, web link
* Your availability for the interview date/s and times

\*If you don’t have a formatted CV simply send us a list of your work experience including where you’ve worked and when, the job title and what the role involved.

Platform Thirty1 is supportive, people-centered, and innovative; both in the work we deliver and our working culture. We aren’t shy about talking about challenges that get in the way when looking at taking something new on, so please give Sam a call (07851 158174) if you’d like to discuss anything that comes to mind when reading through this opportunity.

We understand you might have other commitments to juggle and welcome a conversation about a staggered start as well as accommodating your existing work and personal arrangements.

Platform Thirty1 is committed to delivering the recruitment and selection of staff in a professional, timely and responsive manner. All candidates will be treated fairly, equitably, and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

We recognise and respect every individual’s differences. We welcome applications from individuals who identify with any of the [protected characteristics](https://warwick.ac.uk/services/equalops) defined by the Equality Act 2010 and from many of the diverse backgrounds that reflect those communities we support.

**OPERATIONS ASSISITANT: JOB DESCRIPTION**

To enable smooth-running projects and core operations to achieve set outcomes in line with quality standards and all-round company ethos.

**MAIN AREAS OF RESPONSIBILITY & DUTIES**

Administration:

* Keep administrative documents up to date E.G. mailing lists
* Core company administration E.G. consolidating monitoring data, data input
* Financial administration E.G. logging invoices
* Use of Excel E.G. to update expenditure logs/ budgets
* Monitoring and ordering core consumable materials
* Writing draft Work Agreements (contracts for work using existing templates)
* Organising printed reprographics
* Assist with logistics and communication E.G. taking minutes at meetings

Programme support:

* Coordinate project logistics E.G. schedules, booking rooms, refreshments, participant bookings, organising transport
* Attend delivery sessions and events where required to assist with set-up/ staff-to-participant ratios/ take-down
* Liaise with the Programme Leads (core team) to schedule, organise and ensure effectively resourced project delivery
* Proactively assist the Platform Thirty1 team and freelancers to develop and produce co-created community projects

General:

* Join in at the Platform Thirty1 gatherings and huddles
* Join in at external meetings/ events on behalf of the organisation as required
* Work with the team to contribute to needs scoping, project development and implementing learning into future plans
* Advocate for Platform Thirty1 and project activity where appropriate E.G. via social media

**PERSON SPECIFICATION**

**We are looking for someone who wants to spend their days knowing their work makes a tangible difference to others, and has a desire to work with a team as passionate, ambitious and high performing as they are.**

You will be motivated to create agency and power for the people we work with, and for yourself too. You need to have a genuine interest in the people, places and partnerships we work within and care about the wider context of our work, and be attentive to the needs of the people involved and the agenda of what you are working on.

You will be open minded and appreciate the significance of lived experience (I.E. knowledge gained from first-hand personal experience). You will be a good collaborator able to make informed decisions, with a willingness to learn from others.

With your positive approach, you will enjoy working proactively and can juggle multiple tasks to respond to the day-to-day needs of the activity you support.

You will be a confident communicator able to build rapport and get conversations going with a wide range of people, from community members at a pie and pea night to artists and practitioners at the creative networks we host.

You will be equally comfortable on site at a project making sure things run smoothly, around the table working with the core and freelancer team, and back at base working on your laptop.

You will be a great listener with a positive and patient approach and be happy to pick up the phone to scope out logistics and build connections.

It is **essential** that the Operations Assistant has:

* experience of working in teams and collaborating to share a workload
* experience building relationships with individuals/ customers and groups/ organisations/ clients
* proven skills in organisation and administration
* ability to prioritise own workload and be flexible to changing circumstances
* professional or personal experience of the positive impact of creativity and the ability to advocate for it
* ability to communicate confidently with a wide range of people
* ability to demonstrate tact, diplomacy and to deal appropriately with confidential information
* a commitment to inclusion and finding ways to ensure our projects are accessible
* resourcefulness and the ability to solve problems, including drawing upon the skills and knowledge of colleagues to reach the best possible outcome
* proficient in the basics of Microsoft Excel and Word
* ability to confidently write for different audiences, EG from social media posts to emailing clients and partners

It is **desirable** that the Operations Assistant has:

* experience of assisting activity delivery or events, either in a paid or voluntary capacity
* experience of working within arts, community and creative programmes
* ambition to grow your experience in this field, particularly within wider Platform Thirty1 programmes
* competency using Mac computers
* ability to use Canva or other design platforms/ software
* competency using social media, adopting the existing ‘voice’ of an account

**All** Platform Thirty1 staff are expected to be:

* advocates for our values at every level of project delivery
* willing to learn and develop your knowledge and skills
* active listeners and good communicators with a commitment to honesty and openness
* a true part of our team, meaning we’ve got each other’s back and actively cultivate a positive working environment which we’re proud to be a part of
* committed to and aware of equity and equality
* flexible and proactive in their approach to work
* able to manage their own workload with minimum supervision
* reliable time-keepers with a good attitude to attendance

**PRACTICAL INFORMATION**

Salary: Pay scale £24,000 - £26,000 pro rata

Hours: Flexibility based on the successful applicant. A minimum of 2 and maximum of 3 days/ 16 – 24 hours per week.

Normal working hours are 9am – 5pm however this role will involve some evening and weekend work. Overtime and Time Off In Lieu will be taken by arrangement

Period: Two years/ 24 months fixed term initially

Annual leave: 10 - 15 days per year (25 days pro rata) plus a day for your birthday and statutory holidays pro rata.

Employee benefits: 7% employer pension contribution

Company birthday (March) and Christmas jollies each year

Day off for your birthday every year

One day leave per year to volunteer elsewhere

Home working financial contribution

Laptop/ kit provided

Potential salary increases with annual inflation and performance reviews annually.

Location: Home based with one day per week (Tuesday) at our HQ (Pleasley Vale Business Park) and outreach work in the community when required. Occasional travel will be required locally (East Midlands) for which travel costs will be covered.

Probation period: Three months

Notice period: One month

Safeguarding: The post holder will work with children and vulnerable adults so a satisfactory Enhanced DBS (Disclosure and Barring Service) check is required. They must also undertake annual safeguarding training with us

Employment requirement: The post holder must already have the right to work in the UK. By law, we are required to check the eligibility of candidates to work in the UK before offering anyone a job