



**equidem**  
research and consulting

<b>Job Title</b>	Operations Administrator
<b>Organisation</b>	Equidem Research and Consulting
<b>Location</b>	UK
<b>Salary:</b>	GBP 25,000.00 pro rata depending on experience
<b>Period:</b>	2.5 days per week initially; may become full time in 2022
<b>Posted</b>	
<b>Closing date</b>	19th December 2021; 22:00 GMT
<b>Other:</b>	Applicants for this role must be eligible to work in the UK

### **About the role**

This is a new role in a small company which is transitioning into charitable status and can therefore be considered a start-up.

As the position involves collaboration and communication with colleagues located outside the UK and working across Finance, Human Resources and assisting the Executive Director of Equidem to increase overall work performance, strong attention to detail and an agile mindset is needed.

As the Executive Director will become the CEO of the Charity, this role will eventually also become a role in the Charity.

As the organisation is growing and developing, this role requires a multi-skilled individual with deep skills in operations administration as well as a broader range of skills across other functions.

### **About you**

This is your chance to join a start-up Migrant Labour Rights organisation. We are passionate about learning and development and aim to maximise both your personal and career

growth.

We're looking for enthusiastic, mission-driven and multi-skilled people who fit our values and are passionate about what we do. You are encouraged to apply even if your experience doesn't exactly match the job description. If you are a recent graduate and want to learn what it's like to work in administrative operations or just keen to make a difference in a start-up, we'd love to hear from you.

We are looking for someone who is diligent, responsible and enthusiastic. You like to roll up your sleeves, be hands-on, entrepreneurial, and thrive on juggling a number of responsibilities, thriving on getting things done. Obstacles are fun for you and you tend to find a way to win. You learn quickly and easily. You are a great communicator with an energetic action-oriented nature.

### **About Equidem**

Equidem is a human rights and labour rights organisation, registered in the UK and working globally and locally to promote the rights of marginalised communities, accountability for serious violations, and building the human rights movement. Our team of experts and field investigators expose injustice, provide solutions for the most intractable human rights challenges and work closely with grassroots and regional civil society to empower the individual and the community.

### **Exposing Injustice / Providing Solutions / Building the Movement**

### **EQUALITY, DIVERSITY, INCLUSION, EQUITY STATEMENT**

Equality, diversity, inclusion and equity are fundamental to Equidem's mission and the impact we seek to make. They are core to how we interact, collaborate and work individually to nurture an environment where differences are valued, and practices are equitable to create a feeling of belonging and foster a learning organisation.

### **CONFLICT OF INTEREST**

Equidem Research and Consulting strives to maintain the highest standards of integrity and the confidence of the public in the organisation's commitment. Therefore, any real or perceived conflict of interest with Equidem's principles, or any activity, association or affiliation that may raise security concerns or prevent the applicant from carrying out key functions of the role would disqualify them from being appointed.

### **How to apply**

Please send [jobs@equidemresearch.org](mailto:jobs@equidemresearch.org) an email introducing yourself, with your LinkedIn, your CV and a cover letter outlining why you think you are suitable for the role and what you would bring to it. Feel free to include anything that might help us understand you better e.g. blog, Twitter, GitHub.

**N.B. We reserve the right to close a vacancy before the closing date in the event of an overwhelming response or a change in business priorities.**

**Please note you are encouraged to apply early as applications will be reviewed on a rolling-basis.**