



Sex Matters is seeking to recruit an experienced and dynamic administrator/coordinator to join its small team.

We are in a start up phase and this is a core project role, initially for a 3 month contract (with the possibility of extension). The purpose is to plan and coordinate organisational and administrative systems, devising, streamlining and improving processes in order to enable the organisation to act effectively and grow sustainably.

The successful candidate will work to ensure Sex Matters develops as a respected and professional voice on human rights, in the fast-paced and difficult environment of the gender debates in the UK; and will help the Executive Director and Board of Directors to build the organisational systems to keep up with commitments and opportunities in relation to supporters, officials and parliamentarians, media and other stakeholders.

The role would be ideal for someone with experience of project and organisational management in a start-up, commercial or voluntary sector organisation. Understanding of and commitment to Sex Matters' goals is a necessity. Sex Matters is a "broad church" organisation so you need to be someone who is willing and able to work with people across the political spectrum, and who can engage diplomatically with both friends and allies, and with those we seek to influence.

Given the nature of the environment we are working in, protecting the personal data of supporters, donors, volunteers and whistleblowers and enabling anonymity wherever necessary is critical, but so too is building up a team of staff, volunteers and advisors able to act publicly in their own name. This will not be a high-profile spokesperson role, but it does require being publicly identifiable with your name, photograph and professional background.

Maintaining public and private information systems is core to this role. It will include working with volunteers and consultants and providing them access to parts but not all of the Sex Matters system in order to keep information secure.

Reports to: Executive Director

Location: Remote/home-based. UK based - ability to travel to occasional meetings and events likely in London and other cities.

We are seeking someone on a 3 to 5 day a week basis (depending on availability) for a three-month period, with the possibility of extension to up to 12 months. Hours of work are flexible/ to be agreed with the successful candidate.

Job description

The role will involve working closely and flexibly with the Executive Director to develop and maintain the core systems, processes and policies that enable the organisation to work:

- **Managing in-box and diary** - triaging and dealing with queries and correspondence, arranging calls and meetings
- **Managing folders and files**, on the organisation's shared drive (including permissions and security)
- **Managing supporters list and engagement** - on mailchimp and via website
- **Supporting financial management and record keeping** - ensuring that our accountant has necessary information to prepare monthly accounts
- **Managing databases and mailouts** - e.g. to schools, universities, Stonewall champions etc.
- **Supporting the development of publications** - managing editing, design and layout, publication, distribution cycles
- **Social media management** - twitter, Linked In, Facebook, Instagram, Youtube
- **Media list** - developing a media list and working with PR volunteers/consultants
- **Parliamentary list** - MPs and peers
- **Events** - developing our capability for running online and offline events
- **Governance and Advisory group** - supporting the board and engagement with the advisory group

This will involve working with existing volunteers and board and advisory group members, consultants, and helping to identify, recruit and manage others.

Remuneration £25-30k pro rata

The ideal candidate:

- Has experience in establishing and managing administrative systems, and managing projects and events.
- Has strong organisational and administrative skills, attention to detail.
- Has good writing and verbal communications skills.
- Has good IT skills
- Has knowledge and experience of engaging in the gender debates in the UK.
- Has flexibility and adaptability in their attitude and approach to work.
- Thrives in a small team.
- Is able to set priorities and meet tight deadlines.
- Has the mental resilience to keep their head in the face of the hostile environment of the sex and gender debates.
- Motivated and able to take initiative, seeking advice where required.

APPLICATION PROCESS

Please send an application in the form of a cover letter and CV (no more than 3 pages in total) to info@sex-matters.org by Friday 23 July.