



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

The purpose is to manage and continue to develop the organisational and administrative processes needed 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, Director of Advocacy 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 names. 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 with 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, with travel to occasional meetings and events likely in London and other cities.

We are seeking someone for three to five days a week (depending on availability) for a 12-month contract initially, with a 3-month probation period. 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 and Director of Advocacy 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
- **supporter and customer relationship management** – Answering supporter questions, replying to requests and concerns sent to inbox, merchandise and other mail-outs.
- **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 MPs, schools, universities, Stonewall champions.
- **events** – developing our capability for running online and offline events
- **governance** – supporting the board and engagement with the Advisory group

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

Remuneration £25–30k pro rata. This will be an employment role, with 28 days annual leave (or pro-rata) and employer pension contribution

The ideal candidate will have:

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

APPLICATION PROCESS

Please fill in the application on line and upload a copy of your CV at <https://sex-matters.org/administrator-post/>.

Deadline 23 July 2022.