



## **Operations and Communications Lead (London / Southeast)**

1-year fixed term contract (with likelihood of becoming a permanent position)

Salary - £32,000 to £36,000 p.a. pro rata, subject to experience

Minimum 3 days a week, but would consider 4 or 5 days

Hybrid working – the team currently spends at least 1 day per week in a co-working space in central London, but this may change as we grow

25 days holiday per annum (pro rata)

Start date: asap.

---

### **Background**

The Firebird Foundation (Firebird) was established in 2022. After making a number of grants and investing in a proactive programme of work on domestic abuse and the family courts, 2 permanent staff joined in September 2023. Firebird is very much at the beginning of its philanthropic journey, with the team carefully exploring strategy and where Firebird can best create change. At the time of writing our overarching mission is focused on gender justice and improving outcomes for women and children – this will not change and is the golden thread that will run through all our work. You can read more about us here: [Firebird website](#)

Our current priorities are:

- Reducing the numbers of women in prison and ending the invisibility of their children in policy and practice
- Domestic abuse, reform of the family courts and impact on women and children
- Gender equality in sport
- Gender-lens investing– ensuring all our assets are used to support our mission.

We also have some programme investments focused on ending female genital mutilation and child marriage. We want to work to support long-term systemic change, rather than to expand services. To that end we are exploring work that:

- Centres the lived experience of women, young people and children themselves, amplifying their voice and leadership wherever possible.

- Supports new public narratives and awareness that can drive equality and for example, the de-criminalisation of women.
- Builds coalitions and campaigns for change and/or brings other investors/funders together in support of shared vision.

We are learning how our current areas intersect and we are committed to these priority areas for a minimum of three years. But the details of our work and plans are evolving rapidly, as we listen to and learn from partners, other funders, and women leaders.

Our spend in 2024 will grow exponentially, and the team urgently needs to build our own capacity to deliver an ambitious programme of work.

To that end, we are looking for an Operations and Communications Lead, to work across all our areas of work, and in particular support the two Directors to build a robust organisation. But the right person will also have ample opportunity to get involved in other areas of our work – programmes, investments and governance.

It is an exciting time to join Firebird, and we anticipate this team will continue to grow as appropriate with all efforts made to support career development. We are committed to equal opportunities and particularly keen to diversify the Firebird team, so we welcome all applicants from underrepresented groups and communities. We will take all necessary steps to support any candidates requiring support pre-interview or once recruited to flourish.

## **Who You Are**

You will be interested in this role if:

1. You are efficient, hardworking, and organised.
2. You may have worked in a junior roles and are looking for the next step up
3. You are passionate about social justice and gender equity and want to work and learn with an experienced team looking to create change.
4. You have a flexible mindset – that is, you like to focus on your core areas of responsibility, but you also enjoy the challenge of being drawn into other things and are open to the learning and adaptability it requires.
5. You believe in the power of philanthropy to do more and be bolder.
6. You have lived experience of any of the issues that we are working on that alongside your professional skills, would be valued and respected.
7. You can work diligently and independently but are also excited by being part of a new team and contributing to its development.
8. You are a strong communicator both in person and in writing.

## **Key Function**

To support the Firebird team to ensure the smooth operational running of the organisation across several functions and proactively manage its comms. This is a highly flexible role; hence it is offered as an initial 1 year fixed term contract, but our

intention is to make it a permanent or longer-term position, with all relevant employee benefits.

### **Key tasks**

In consultation with Firebird Directors:

### **Communications:**

We have invested some time on our website but are already aware that it requires further work. We have a Linked-In profile, but no-one is managing this for the Foundation. We haven't explored other communications options. You will:

1. Lead on managing social media / comms e.g. maintenance and development of website; and any other socials created in the future. This could be directly managing content and/or uploading and supporting the team to put content up they wish to share and/or working with external web developers.

### **Operations:**

Overseeing and thinking through our operational systems as we grow, putting in place systems that support the organisation, whilst still allowing us to remain nimble and agile: For example:

2. Support grant / investment / contractual administration with e.g. drafting of grant agreements and ensuring relevant signatures are obtained.
3. Supporting efficient and transparent filing of all Firebird related work on our shared drive system
4. Setting up and managing a salesforce or equivalent data management system for all partner correspondence, contacts etc.
5. Leading on finding FF a sustainable office space that works for whole team, holding relationships and contracts.

### **Other:**

Administration and/or programme management support to the team as helpful. For example:

6. Financial support e.g. processing invoices up to a certain level
7. Support with governance of Firebird – for example, collating and disseminating Board papers and supporting meetings as appropriate.
8. Setting team meetings and supporting diary planning for Firebird team
9. Working alongside Directors on programme lines of work ensuring we deliver on our goals when required, meeting partners and getting involved in programme areas.
10. Any other ad hoc tasks that arise.

**How to Apply:**

Please send your CV and a covering email highlighting why this role interests you and your availability to start to [jo@firebirdfoundation.org.uk](mailto:jo@firebirdfoundation.org.uk)

We will review CVs on a rolling basis, until we have filled the position. We may have informal conversations with candidates that we are interested in talking to or want to know more about the role.

We aim to hold interviews on the 18<sup>th</sup> April in London. And we will shortlist and notify candidates the previous week.