



- Job title:** Operations Officer
- Salary:** EUR 34,000 – 39,000/GBP 30,000 – 35,000
- Status:** Fixed term contract: 1-year initial contract with the possibility to extend, funding dependent
- Term:** Full time | 37.5 hours per week
- Location:** Home based in the Netherlands or the UK
- Start Date:** As soon as possible

Capitals Coalition is looking for a well-organized, dynamic, and engaging **Operations Officer** to support our Operations Team. Would you like to be part of a small, dynamic, and exciting organization driving positive change in the world? Are you looking for your next challenge? Then we would like to hear from you.

## OVERVIEW

Capitals Coalition is looking for a proactive problem solver to work with us in the new role of **Operations Officer**. If you are dynamic and organized with a strong 'can-do' mentality, then this role could be for you. You will be practical, methodical, and enjoy working independently with a high level of autonomy. You will join a small Operations team all helping to ensure that the organization runs efficiently and effectively to deliver on its ambition.

In your role, you will be responsible for supporting all aspects of the Coalition. One day you might be helping to keep the team safe when they travel, the next you might be fixing an IT challenge to help us work remotely and the next you might be researching a new policy or background details for an event. This is a diverse role which will develop with the organization and is the ideal job for someone who enjoys variety. Working at the Coalition you have the opportunity to contribute to making a real difference and bringing about meaningful and lasting change in the world.

Please apply before **Friday 17th March 10am CET/ 9am GMT**

## KEY RESPONSIBILITIES

- Being a first point of contact for external enquiries to the Coalition through management of general email inbox(es), ensuring that all queries reach the right people in a timely manner.
- Providing essential support to the CEO and senior team. This is likely to include:
  - Support in diary management and logistics of in-person speaking events (WEF, COPs, Climate Week and others);
  - Checking visa requirements and travel regulations;
  - Support booking travel (flights and accommodation) for CEO and the senior team;
  - Compiling, reviewing, and submitting expense claims on behalf of the CEO.
- Putting together information about a new policy or background details for an event.



## CAPITALS COALITION

- Developing the culture of the Coalition by organizing team sessions and activities nationally and internationally.
- Supporting our relationship with our external travel agency to ensure travel for team members is booked and managed in line with our policies and procedures is as straightforward a way as possible.
- Being a first point of contact for any queries about travel and ensuring all records updated weekly as required.
- Promoting efficient and effective remote working by being a first point of contact for queries relating to IT and online systems.
- Supporting the delivery of Coalition projects and activities as needed.

### SKILLS AND KNOWLEDGE

- Experience working in an agile, purpose-driven environment.
- Personable, engaging, and able to work with people across cultures and backgrounds.
- Open, inclusive, and respectful way of working.
- Highly adaptable and organized with a high level of attention to detail, and able to manage the competing demands of a busy role.
- Excellent communication skills (written and oral) and fluent in English. Dutch language skills would be beneficial.
- Comfortable with a degree of autonomy and independent working, to use initiative and make decisions, prioritize a full workload, and balance competing pressures, while also ready to ask for help when needed.
- Comfortable working primarily from home and collaborating online.
- Competent IT user (MS Office, Slack, Trello, Zoom) with access to own laptop.
- Active interest in current environment and development matters and commitment to the work of the Capitals Coalition.

### HOW TO APPLY

We are looking for a colleague to work with us full-time (37.5 hours p/w) as soon as possible. The successful candidate **must be based in and eligible to work in the Netherlands or the UK**. The Capitals Coalition offers a range of benefits alongside a competitive salary and a great place to work, including pension, enhanced sick pay, and flexible working. All staff at the Coalition provide their own IT equipment, including laptop and phone; the Coalition offers an annual Bring Your Own Device allowance.

To express your interest and **request a copy of the application form** please send an email to: [info@capitalscoalition.org](mailto:info@capitalscoalition.org)

Please send a completed application form (*do not convert it to PDF*) to [info@capitalscoalition.org](mailto:info@capitalscoalition.org) by **10 am CET/ 9am GMT on Friday 17<sup>th</sup> March 2023**.

Please state the role in the subject line and kindly note that only short-listed candidates will be contacted.

First round interviews are planned for no later than **Wednesday 22<sup>nd</sup> March 2023**.

For any queries about the role please contact [info@capitalscoalition.org](mailto:info@capitalscoalition.org)

*The Coalition consists of organizations from all around the world and with people of different gender, race, age, religion, sexual orientations, physical abilities, geography, political affiliation, and country of origin, and as much as possible we want this to be*



**CAPITALS  
COALITION**

*reflected in our team. We are committed to promoting a diverse and inclusive community and we welcome applications from all backgrounds.*