



Coordinator Vacancy

January 2024

Would you like to be part of a small research and campaigning organisation that works for peace and human rights and challenges militarism?

ForcesWatch are recruiting a new Coordinator who will provide direction, skills and passion for the next period of our work.

Hours: **3-4 days per week FTE**

Salary: **£33,218 p.a. pro-rata plus 5% pension.**

Application Deadline: **Thursday 8th February 2024**

ForcesWatch are looking for a new member of staff who will act as Coordinator, bringing energy, initiative, management and ideas as a lynchpin member of the team.

The Coordinator will lead on day to day operations and smooth functioning of the organisation and be a public face of ForcesWatch. Responsibilities include project planning, fundraising, and coordinating meetings, through to leading on communications with our Directors and Steering Committee.

We are looking for someone with experience in coordinating organisational activities and successful fundraising for projects for small organisations. This post requires exceptional attention to detail and accuracy, as well as interpersonal skills for coordinating our small team and relationships with partner organisations. You will also have a strong commitment to the ethos and aims of our work.

You will be joining ForcesWatch at a time of exciting organisational change, with a fourth staff member set to join the team in April 2024 and new work streams coming online. We embrace hybrid working but the Coordinator will be required to work in our Kings Cross office at least three to four days per month.

Key Responsibilities

- Lead on coordinating day-to-day operations, ensuring project areas are running smoothly and within deadlines. This includes responding to incoming enquiries and ensuring responses are prompt or directed to appropriate partner organisations.
- Oversee and lead on fundraising strategy, including helping to grow the organisation's supporter donor base.
- Organise and co-run Steering Committee meetings as well as manage effective communications with

Directors/Steering Committee members.

- Coordinate day-to-day functioning of the organisation, implementing systems in conjunction with other staff.
- Oversee financial management, including budget setting and accounting.
- Lead on scheduling team meetings and calendars.
- Undertake outreach to raise the profile of ForcesWatch amongst relevant organisations, academics, journalists, potential funders and other stakeholders.
- Maintain strong relationships with partner organisations.
- Keep abreast of key developments within the UK defence establishment in conjunction with other staff members.
- Lead on recruitment of new staff members with support from Directors/Steering Committee.

Essential Skills/Experience

- **Passion for the work:** As a leading member of a small team, you would be expected to have a critical input into our project areas whilst providing your own specialist contributions and shaping the direction of our work. You must be dedicated, reliable and full of initiative.
- **Experience in leadership, teamwork and communication:** You will have experience managing and supporting colleagues or volunteers. You should have strong collaborative, teamworking skills in order to work closely with staff members and partner organisations.
- **Project management and admin skills:** You should have experience in running or helping to run an organisation or project, including finance and planning work. You will demonstrate attention to detail and strong organisational skills.
- **Fundraising experience:** You should have some experience in successfully raising money from a range of sources. Ideally this would include an understanding of securing grants from funding bodies that do not accept open applications.

Desirable Skills/Experience

- **Knowledge of growing supporter base:** Ideally, you will have experience or knowledge of how to increase a supporter base, either through newsletter growth, regular direct debit donor growth or a combination of the two.
- **Experience in developing fundraising strategy:** Some experience of developing fundraising strategies for NGOs or charities would be beneficial.
- **Experience in developing and implementing organisational strategy:** You may have been involved in the development of an organisational strategy or perhaps a campaign strategy. This may be as the main driver of the strategy or as a staff member taking part in the strategy development.

About Us

ForcesWatch are a small team of three overseen by a Steering Committee that operates with an ethos that embraces non-hierarchical structures. The organisation is currently transitioning to a new oversight model with staff and non-staff Directors supported by an Advisory Board. We would encourage all staff to become Directors.

We were founded in 2010 to research and campaign on concerns surrounding the military's role in, and impact on, UK society. Much of our focus in our formative years was on the recruitment of under-18's into the British Army and other human rights concerns of armed forces personnel. As we have grown as an organisation our scope has expanded to wider processes of militarisation in the UK and the role the military plays in this.

The work of ForcesWatch is underpinned by the concern that enormous damage is done to all those caught up in armed conflict. It is vital that there is wide critical debate about the military, its recruitment practices and its role in wider society. You can find out more at: <https://www.forceswatch.net>

Hours, Salary & Location

The role can be between 3-4 days FTE - depending on your needs - and has a salary of £33,218 p.a. pro-rata plus 5% pension. Working hours can be flexible but will need to be coordinated in consultation with other staff.

The initial contract will be for 12 months but this post will continue as long as funding allows.

We are based in Kings Cross in London, although we are currently working in a hybrid way. As mentioned above, the Coordinator will be required to work in our Kings Cross office at least three to four days per month. Attendance at our quarterly online Steering Committee meetings is also a must. You will also be required to attend occasional external meetings on behalf of ForcesWatch.

How to Apply

Please email the following to job@forceswatch.net by **Thursday 8th February 2024**, using the subject heading 'Coordinator post'.

- Your CV with two referees.
- A statement of no more than 1,000 words outlining why you want to work for ForcesWatch and how your experience fits the experience criteria.

Equal Opportunities

ForcesWatch is committed to:

- Respect for all people, including those we disagree with.
- Honesty in how we approach and present the issues.
- Fostering critical awareness of the issues among the public and ourselves.
- Including and involving a diversity of people, including a range of views and skills.

We oppose all forms of unlawful or lawful discrimination on the grounds of race, gender, age, disability, sexual orientation, nationality, class, religion, or marital status.

Unfortunately the ForcesWatch office has only limited access and facilities for those with restricted mobility. Please contact us if you would like further information.

ForcesWatch is unable to arrange work permits for applicants without UK residency.