



Clea Operations Coordinator | Job Description

Our Organisation

Clea is a non-profit Community Interest Company (CIC) based in the UK and Zambia. We deliver affordable expert IT support & tech to charities working in international development.

Our mission is to equip those making a difference with the right technological solutions to make an even greater difference in improving lives around the world. We are committed to harnessing the power and abundant resources of the IT community to build a better tomorrow and reduce global inequality.

Your Role

As a Clea Operations Coordinator, you will assist with operational and project management to help us ensure that we successfully deliver innovative solutions to a greater number of non-profit clients. You will be an integral part of a growing team that is split between the UK and Zambia.

Please note this role is **part-time** and **remote**, with occasional face-to-face meetings when possible.

Your Responsibilities

You will have the following principle responsibilities:

- Project management;
 - Writing project proposals, client contracts, budgets and project delivery documents for new projects;
 - Ensuring that Clea is delivering on tasks within agreed timeframes;
 - Anticipating any obstacles to successful project completion and working with the Clea founder to resolve any issues as they arise.
- Resource levelling;
 - Allocating & coordinating core Clea team members as well as volunteer resource to projects;
 - Communicating with all team members to ensure they are aware of their roles and responsibilities within any given project.
- Providing day-to-day operations support to ensure everything runs smoothly and effectively.

Please note, this list is not exhaustive and the Operations Coordinator will be expected to complete various tasks that arise from our project work.

Your Profile

You will have a minimum of five years of professional experience in providing operations and project management support. This role would suit a professional looking for a flexible part-time opportunity as a route back into the workplace after a break.

You will have:

- Proven ability to write proposals, draw up project contracts and other project documents;
- Experience of working remotely with organisations and individuals located all around the world;
- A general understanding of finance and budgeting;
- A basic knowledge of Office 365 applications, including Microsoft Project;
- Strong verbal and written communications skills in English;
- A logical mind with excellent listening and problem-solving skills.

It would be beneficial to have:

- Experience working with clients and partners in the UK and Zambia;
- A practical knowledge of the non-profit sector.



You will be:

- Highly self-motivated and commercially astute;
- Proficient in prioritising and managing several projects simultaneously;
- Emotionally intelligent and able to remain friendly under pressure;
- Passionate about driving positive social impact;
- Committed to ongoing development of professional skills;
- Resourceful with an active curiosity into how technology can help solve society's pressing issues within the financial restraints of the non-profit world.

Role Structure

This role is part-time - approximately twenty hours worked flexibly over the course of the working week. You will be entitled to annual leave, in addition to UK bank & public holidays. For the right candidate, there is a lot of scope for role development as Clea grows.

To Apply

Please send your CV, a one-page cover letter outlining why you are the right candidate for the role and your salary expectations to connect@clea.tech.

We aim to interview candidates in July and August, with the role ideally starting on Monday 2nd September 2019. We endeavour to reply to all candidates, time-permitting. Should you have not heard from us within two weeks, unfortunately your application has not been successful and we wish you the best of luck with your ongoing job search.

Clea is an equal opportunities employer and we do not discriminate on the grounds of race, religion, ethnic or national origin, disability, age, sexual orientation or gender identity.

To read more about Clea and our work, please visit [our website](#). We are looking forward to receiving your application!