

Job description

Development and Operations Manager

3 days per week; London office; salary £30,600 p.a. pro rata.

Unique opportunity to work for peace

The Peace Pledge Union is Britain's oldest secular pacifist organisation, with roots in the conscientious objectors' movement of the 1914-1919 war. Perhaps best known for our White Poppies, we also work on peace education, conscientious objection and resistance to militarism. The growing militarisation of British society is of critical concern and is a major area of our work.

This challenging new post requires imagination and a mix of skills. You will develop and manage the White Poppy project and update our financial and administrative systems. This new post offers a variety of interesting challenges to someone with good organisational experience, flexibility and attention to detail.

White Poppy for Peace project

With White Poppy sales at record levels in recent years, you will manage the updating of our systems and practices to meet rising demand and a higher profile. In consultation with PPU Council, you will be expected to explore, propose and see through the production of new publicity and packaging material and manage the efficient distribution of White Poppies in advance of Remembrance Sunday.

Administration

The PPU's accounting system, sales processing and supporters' database are creaking under the increasing load of supporters, sales and communication needs. As a one-off task you will research more efficient systems and ensure their smooth implementation. You will ensure the smooth operation of the IT systems.

You will be expected to supervise the accurate and efficient recording of financial and membership information, liaise with the Administrator, Treasurer and Accountant and provide timely financial data to PPU Council.

Supporter communication

You will manage (with support from PPU Co-ordinator and other staff) regular communication with members and supporters to encourage active and financial support of our work through fundraising activities.

Notes

- 1. Administration: Another member of staff is responsible for day-to-day data input, sales handling, bill paying etc. You will be expected to supervise this work and on occasion, if necessary, help.*
- 2. Supporter communication.: While you will be expected to prepare and ensure timely communication, the PPU Co-ordinator is responsible for generating much of the material.*

Essential skills, experience and knowledge

- A commitment to pacifism and willingness to sign the peace pledge.
- Good communication skills including ability to communicate complex ideas effectively, particularly in writing.
- Experience of databases, spreadsheets and/or similar computer applications. Ability to evaluate software requirements.
- Experience of implementing administrative systems and/or of running a sizeable sales or fundraising campaign.
- Ability to demonstrate understanding of good design.
- Sufficient understanding of Apple operating system to fix common problems with office computers and network.
- Responsive to the needs of a small office where some sharing of work is needed from time to time.
- An ability to work with and motivate volunteers.