



# Operations Officer

(London - Paid position, full time)

Right To Life UK is a campaigning and charitable organisation focused on life issues in the UK. We work to advance the recognition and preservation of human dignity, particularly through consistent protection for the right to life of every human being from conception to natural death.

We are seeking a capable, self-motivated and experienced individual to become our Operations Officer.

## Key responsibilities:

*As Operations Officer* you will be responsible for:

- Managing day-to-day relations with a large database of grassroots supporters. This includes promptly responding to inquiries, processing donations, keeping a record of all contact with supporters and being in charge of the organisation's supporter database.
- Producing reports from the database when required for other teams.
- Overseeing and running grassroots fundraising campaigns.
- Planning and managing campaign events.
- Supporting other staff with administration activities where required.
- Managing the facilities and all administration activities.
- Managing volunteers working to support the organisation.
- Any other related tasks within the organisation as may be necessary.

## Key skills and abilities

*A successful candidate will:*

- Be proficient in using Microsoft Office, Google Suite and maintaining Customer Relationship Management Systems / database administration.
- Have strong personal and time-management skills.
- Have the ability to plan, organise, prioritise and coordinate your workload.
- Be an excellent written and oral communicator.
- Be able to relate to people from all cultures, ethnicities and value-systems.
- Be able to hold information in confidence and build trust with those around you.
- Be able to problem solve on a regular basis with the ability to be resourceful and proactive in dealing with issues that may arise.
- Be positive and enthusiastic.
- Be able to think strategically and innovatively.
- Exhibit a rigorous approach which lends itself to methodical and accurate work produced in a timely manner to meet deadlines.

*Personal attributes:*

- Have an interest in working for a life-issues-related organisation and a strong desire to

play a part in influencing law and culture on these issues.

- Preferably able to demonstrate a firm commitment to life-issues-related causes through volunteer involvement with life-issues-related projects in the past.
- Inspired by the work of Right To Life UK and in full agreement with the organisation's mission and campaigning positions.
- When deadlines demand, flexibility and willingness to work overtime.
- When necessary, capable of working under some pressure.
- Committed to both team and unsupervised working.
- When necessary, willingness to help with tasks outside regular duties.
- An ability to bring an entrepreneurial zeal to your role and to get excited about the outcomes that you can achieve through your involvement with the Unit.
- High standards of personal discipline, reliability, honesty and integrity.

#### **Work location**

- London.

#### **Remuneration**

- Salary: competitive based upon skills and experience.

#### **Length of contract**

- Full time permanent position.

**To apply for this position please send a covering letter and your CV to [careers@righttolife.org.uk](mailto:careers@righttolife.org.uk)**