

NEON

Team and Events Coordinator, NEON

Location: London

Salary: £24,052 - £27,923 pro rata (depending on experience)

Hours: 4-5 days per week

Application deadline: Midnight Mon 19 Feb - details below

Interviews: Main interviews Mon 5 March, with second interviews on Thurs 8 March

Benefits: 7.5% employer matched pension after probation, flexible working and 25 days holiday per year (plus bank holidays and Christmas break)

Reporting to: Head of Operations

About the role:

This is a new role to take our systems and events to the next level as we expand NEON. Working in our new operations team, you'll be at the heart of NEON helping our programmes and systems run like clockwork and making sure we get things done.

The post holder's mission will be to maintain NEON's systems and ensure our programmes are rewarding and empowering experiences for participants. So a typical week might look like finding a low-cost venue in Glasgow for 35 people for a week's training programme, followed by preparing the website for several hundred applications for a new training course. Then it might be finding the best way of sorting 20 different types of stationary for our training (no, seriously, it's a thing) or exploring how to introduce a new online feature for NEON members.

This role will be line managed by our new Head of Operations.

Key responsibilities:

- Ensure excellent event logistics at every NEON training and event – both before and after on the Spokesperson Network, Movement Builders and OrgBuilders programmes, at our socials and our annual Summer Gathering
- Work with Team Heads to help deliver operational support for NEON activities
- Maintain organisational operations, such as office supplies and assisting team members with finance and other administrative tasks
- Create and manage processes which help our systems run smoothly and support your colleagues in the team to adopt and implement them
- Fielding enquiries, emails and phone calls to colleagues from our general email and enquiries line
- Work with the Director to maintain and develop fundraising systems e.g. logging applications and reports

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- Other support across the team as required

About you:

We are looking for someone with a practical and productive attitude, who enjoys working with others and on their own to get things done. You'll take pride in accomplishing tasks to a high standard and by their deadlines. You will be able to point to previous positions, either in a paid capacity or as a volunteer, that demonstrate your administrative experience and bring that knowledge to bear to help NEON's operations run smoothly.

This role will benefit from a sharp eye for detail and from using a sense of initiative to identify tasks within your responsibilities. For example, if we are running low on a particular supply you'll see that and make the new order.

You'll be working across different teams and projects simultaneously, and be familiar with the demands of working to deadline and managing various tasks at a time. It's important that you have a constructive and helpful manner. As part of a small team you'll be sociable and approachable.

NEON is doing important work building the power of those working to achieve social, economic and environmental justice. It matters to us that you are committed to NEON's mission too and that you care about what social movements are doing.

Key skills and experience:

For this role you need to have:

- Experience of managing and organising events, including venue logistics
- Experience in an administrative and/ or logistics role
- A proactive and well-organised mindset, with the ability to meet tight deadlines and manage multiple priorities
- Experience maintaining and using data
- Excellent interpersonal skills
- Great IT skills, especially Microsoft Office and familiarity with the Google office suite and Dropbox
- Demonstrable support for NEON's mission

It would be an advantage if you could demonstrate:

- Experience writing promotional material for progressive audiences
- Knowledge of tools and software such as WordPress, Eventbrite and SurveyMonkey
- Project management experience
- Knowledge of the political and economic landscape
- Experience managing residential training events

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- Experience of working within a budget
- Demonstrable support for social, economic or environmental justice

About us:

The New Economy Organisers Network (NEON) is a network of over 1,600 activists working to replace neoliberalism with an economy and politics based on social and environmental justice. Our members come from over 900 trade unions, grassroots groups, non-governmental organisations (NGOs), faith-based campaigns, political parties and movements.

We run trainings, share skills and coordinate together on campaigns helping people to lead movements like [Just Treatment](#) (organising patients to fight for the NHS) through to working with our members to get nearly [800 media bookings](#) across the UK's biggest TV/Radio outlets. We're ambitious and the team is agile, fast paced and committed to actually changing things. After a successful year, we're growing the team to meet the needs of our members and our three year organisational strategy.

To build the power of movements for social and economic justice we organise our work around three goals:

- **Connect** we want to bring together people who aren't usually in the same room, working across many different issues and from many different struggles because together there is strength. In particular, we want to build the power of campaigners and organisers from groups most often affected by injustice to help change the leadership of our movements
- **Focus** is about how we support our members' work to transform our social and economic systems through prioritising key battles. Our aim is to help members work together to win bigger change on key battleground issues, such as health and precarious work
- **Build** means supporting the development of key institutions that underpin the wider progressive movement. The range and diversity of groups needed is wide - from campaign groups to policy or training institutes. We help our members develop excellent institutions and structures that support.

To build a culture and community that lasts, we organise around three values:

- **Solidarity** - we're here to change the system and that requires working together across issues and sectors that aren't normally in the same room. This means placing anti-oppression at the heart of our work and building the power of people most often affected by injustice to change the leadership of our movements
- **Generosity** is about sharing our time, resources and learning with one another as we support each other's work. It means being open and honest with one another, especially when we hit problems, and thinking creatively about how we positively build from there

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- **Respect** is the bottom line for all relationships in NEON. It means being respectful of different backgrounds and life experiences and giving space for all voices to be heard. This often means listening more than we talk and being open to changing ourselves as a result of what we hear.

Values and behaviours

- Personal commitment to NEON's mission to replace neoliberalism with an economy and politics based on social and environmental justice.
- Commitment to eradicating oppression and building connections with marginalised groups.
- Ability to reflect and learn, including sharing failures and uncertainties. Openly taking feedback from the team and members of the community on your behaviours and work.
- Commitment to learning how to align your actions with the values of NEON: solidarity; generosity and respect.
- Growing levels of self-awareness, including an understanding of how your background has shaped the opportunities afforded to you and how you relate to people from different backgrounds.
- Willingness to develop emotional intelligence, including a growing ability to empathise with and appreciate others, creating opportunities for those you work with to grow and develop.
- Ability to work as a team-player, with a 'can do' attitude.

How to apply:

Our application processes are quite straightforward. Just fill out the application form: <http://bit.ly/2rstHRt> and submit it to jobs@neweconomyorganisers.org by the deadline.

Application deadline: Midnight Monday 19th February

Interviews: Main interviews 5th March, with second interviews on 8th March

If you have any questions about the role or are worried about applying please email George Woods – george@neweconomyorganisers.org

We are committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in progressive movements and we're committed to doing what we can to correct this. We are particularly keen to receive applications from Black, Asian and minority ethnic people; people with disabilities; people who identify as being LGTBQIA; people who have a mental health condition; and people who identify as working class or have done so in the past.