



## Programme Support Officer - Movement Building Hub

**Location:** Hybrid working. Our flexible working policy requires everyone to be in our east London office for 25% of the time as a minimum because building in-person relationships is important to us (that could be one week a month, or a day or two a week), but you're welcome to be there more as many staff are.

**Salary:** Grade 5 - £30,690

**Hours:** Full-time, which for NEON is 28 hours a week - the equivalent of a 4 day standard work week. This can be done over 4 or 5 days, that's totally up to you. Hours are generally flexible, with some core meetings everyone has to be at.

**Benefits:** 7.5% employer matched pension after probation; flexible hours and hybrid working across our office and remotely; a 28-hour week with no change to pay; 20 days holiday per year (plus bank holidays and Christmas break when the office is shut); generous staff development and sabbatical package; a caring and learning culture that takes anti-oppression seriously and genuinely tries to live values of solidarity, generosity and respect

**Reporting to:** Head of Movement Coaching

### Purpose:

The Movement Building Hub works to build effective and sustainable social movements by designing and delivering programmes that meet the needs of the movements we serve. This is a newly created role that will provide support, coordination and logistics across the hub by:

1. Providing project management support to the movement building hub, ensuring that our programmes run smoothly
2. Liaising with the people who support delivery of and attend our programmes - associates, contractors and participants etc. to make sure everyone has what they need
3. Providing ad hoc support for the movement building team when they need it - on everything from building slide decks to venue hunting



Success for this role looks like our training and coaching programmes running smoothly: in good venues, with contractors, staff and participants clear on what, when and where they need to be before, during and after our sessions.

### What you will be doing:

Here are some of the key responsibilities of the role:

- Understanding the different operational support needs for each programme
- Creating simple, user-friendly and intuitive systems to support the programmes, such as accessible application forms and internal selection processes
- Setting up monitoring and evaluation systems and making sure people fill them in!
- Deliver online or in person technical and logistical support for programmes
- Liaising with the contractors and associates that support on delivery of the programmes to ensure they have a great experience working with NEON and are able to hit the objectives for programme delivery
- Problem solving and troubleshooting - including responding quickly to emerging issues where needed, with time built in to your week to work responsively
- Supporting the team to keep our databases, Nationbuilder (our membership database), up to date and ensuring data is kept in alignment with our data privacy policies
- Supporting external communications with our members via our members platform and on social media (nb: you are not responsible for our social media platforms)
- Being the 'go to' person for the movement building hub's administration
- Playing an active part in the whole NEON team, contributing to organisation-wide plans



## About you:

We're not looking for any specific qualifications or experience - we know that these types of skills can be developed in lots of different ways. Here is a summary of what we think are the main things the role needs:

- **Organisation skills** - working in an organised and systematised way, presenting information in documents and spreadsheets that are easy to understand and starting and finishing tasks on time
- **Having an eye for detail** - being able to keep track of what's happening across multiple programmes and pick up on any potential issues or clashes
- **Communication skills** - ability to pass on detailed information in a timely and clear manner, and checking in to ensure that key stakeholders have received and understood the information and any actions for them including chasing people and ensuring they complete their work
- **Problem solving** - finding ways of doing things differently, streamlining processes and helping colleagues find ways forward
- **Working with others** - in the hub and across NEON, with a commitment to NEON's mission and values.

To do this role, you will:

- **Be able to undertake administrative tasks**, for example managing calendars,
- **Be able to use our core platforms and tools** - including g-suite, asana, our website, nationbuilder, mobilize and twitter
- **Be able to work with others** - building relationships across the team
- **Be able to balance working proactively and responsively** - with support from your manager to be able to manage your workload, prioritise and say no when necessary
- **Be willing to continuously learn and grow** - including being committed to your own development and willing to reflect, learn and give and receive feedback
- **Be willing to build an understanding of anti-oppression** and commitment to tackling structural and systemic forms of oppression
- **Be committed to NEON's purpose of building the strength of movements** for social, economic and environmental justice, and to learning how to align your actions with the values of NEON: solidarity; generosity and respect



## About us:

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

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
- **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.



### How to apply:

We don't want to make this process too complicated so please complete [the application form](#) and our [equal opportunities monitoring form](#) and send them to [jobs@neweconomyorganisers.org](mailto:jobs@neweconomyorganisers.org).

**Dates:** Applications will close at 11.59pm on Sunday 8th August 2021, with first interviews for successful applicants being held via video call on 17th August and second interviews on 24th August.

If you have any questions about the role, the programme or NEON in general – please contact Carrie Magee, Head of Movement Coaching at NEON via email [carrie@neweconomyorganisers.org](mailto:carrie@neweconomyorganisers.org)

You can also check out our website <http://neweconomyorganisers.org/> for more info on NEON.