

HACKED OFF

Job description: Operations and Office Manager

Part time (2-3 days per week, tbc), six months initially, based in central London

Salary: £25,000-£30,000 pro rata, depending on experience

Reporting to: Campaign Director

Deadline for applications: ongoing

Start date: As soon as possible

About Hacked Off

Hacked Off campaigns for a free and accountable press.

We campaign for independent, effective press self-regulation that complies with the Leveson Report recommendations as embodied in the Royal Charter of 30th October 2013. This is the only way to deliver a trusted, affordable system of redress for ordinary people who have suffered from press mistakes and abuses. We are deeply committed to the protection of freedom of expression.

We provide support for victims of press abuses and we seek to give them a voice because they have, for too long, been denied such a voice by the industry that has harmed them.

We also provide trustworthy news, commentary and analysis of the progress of press reform. In this we aim to make up some of the shortcomings of mainstream media, which in many cases tend to report selectively and in their own interests – for example in the phone-hacking trial.

Our achievements

Hacked Off was set up in response to the phone-hacking scandal.

- We campaigned initially for an Inquiry.
- We pressed – successfully – for the right terms of reference.
- We helped ensure that victims' voices were heard during the Inquiry.
- We campaigned for the implementation of the Leveson Inquiry recommendations on press regulation, initially with legislation to underpin it.
- And, when a Royal Charter was the chosen route we worked to ensure it was a Leveson-compliant one, which was agreed and was done as quickly as possible.

The organisation numbers among its supporters, most of the prominent victims of press harassment, phone hacking and other forms of abuse. Hacked Off and its supporters want to ensure that the public are better protected against unscrupulous press practices in the future, and are provided with an affordable, fair and straightforward system of redress when things go wrong.

The role

We are seeking to recruit an Operations and Office Manager. The role would be ideal for an experienced Office Manager who enjoys working in a small fast-paced environment, and who is looking to gain more experience in the campaign environment.

He or she will have the ability to self-start and work without additional administrative support, and be able to deal with sensitive and confidential matters relating to victims of press abuse, and in a sometimes hostile media environment.

Knowledge of some of the issues that the Leveson Inquiry dealt with is desirable.

Person specification

The key duties are as follows.

- Finance – maintaining financial records, prompt payment of invoices, securing quotes, administering pay roll, preparing fortnightly budget updates, supporting the preparation of annual accounts
- Office management – liaising with office landlord, ordering office supplies, liaising with staff, suppliers and clients
- Events - making room bookings, helping to organise and run events as required
- Administration – maintaining online and paper records, coordinating IT support for the campaign
- Daily media alerts - sending out daily media alerts and preparing daily media summaries
- Secretary to the Board –organising meetings, coordinating the preparation of papers, minute-taking
- Forward planning - supporting the Campaigns Director as required to ensure that the weekly action plan is executed in co-ordination with senior members of the team, and updating the campaign’s core forward planning tools
- Providing administrative support as required for digital and other campaigning
- Implementing and maintaining procedures/office administrative systems
- Using a range of software packages
- Assisting the organisation's HR function by keeping personnel records up to date, arranging interviews, manage the administration of contract extensions, performance reviews, organising induction programmes for new employees
- Responsible for Data Protection compliance
- Conduct any other reasonable duties as requested

Essential and desirable qualities

- Detailed below are the types of qualifications, experience, skills and knowledge, which are required.

	Essential	Desirable
Qualifications		
A degree or equivalent work experience	√	
Experience		

At least 5 years of relevant operations and office management experience in a busy and high-profile environment, ideally in politics, campaigns, NGO, regulatory or equivalent	√	
Experience of working in a high pressured environment	√	
Experience of dealing with sensitive issues in a campaign context	√	
Knowledge		
Understanding of and commitment to the aims of Hacked Off		√
Knowledge of the Leveson Inquiry and press self-regulation		√
Skills		
Reliability and discretion: you will often learn of confidential matters so you will have a clear understanding of the need for confidentiality	√	
Initiative – the composite self-starter and the ability to make things happen	√	
Budgeting skills	√	
Problem solving skills	√	
First rate organisational skills	√	
Attention to detail	√	
High level of IT literacy – working knowledge of social media, mailchimp, website management, excel	√	
Excellent written communication skills – ability to write clearly for a range of audiences		√
Excellent oral communication skills – ability to communicate effectively with a wide range of individuals		√

How to apply

- Applicants should send a CV and covering letter (two pages maximum) to jobs@hackinginquiry.org
- Applicants should include the contact details for two references. References will only be taken up after a provisional job offer has been made.
- The successful candidate will be required to sign a Confidentiality Agreement.
- The post is subject to a strict 1-month probationary period.