



Job Title: Office Manager

Location: *London*

Contract Length: *12 months*

Start Date: ASAP

Salary: *£30,000-£40,000 depending on experience*

About Moonshot CVE:

Moonshot CVE is a fast growing startup which specialises in countering violent extremism (CVE) across the globe. We use data-proven techniques to ensure our clients respond to violent extremism effectively. Our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns. We currently operate in over 25 countries, and across different forms of violent extremism.

We do this through:

- Finding new ways to reach individuals at risk of involvement in violent extremism.
- Working across different types of violent extremist ideologies.
- Collaborating with partners, and working for clients including governments, NGOs and private sector organisations from across the globe.
- Building a multifaceted team with backgrounds in a diverse range of professional and academic backgrounds, including development professionals, policing, communications, psychology, data science and software engineering.
- Investing in research and development of new technologies and methodologies to counter extremism.

Working at Moonshot CVE:

We are growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses to violent extremism, and leading innovation in the field, means that our work environment is fast-paced, dynamic and creative. We match this by offering our staff access to training and skill development, scope to advance personal subject matter expertise and opportunities for career progression.

Staff at Moonshot CVE say they value:

- **Our shared sense of purpose:** working as a team to find new solutions to global challenges.
- **Personal development opportunities:** a chance to learn new things and get even better at what you already do.
- **Our ideas driven culture:** opportunities to work with creativity and autonomy whatever your position in our organisation.
- **The diversity of thought:** working with staff from a wide range of personal and professional backgrounds.
- **Open and collaborative working:** being part of a team who support each other to achieve great results.

The Role:

We are looking for an Office Manager to organise and manage administration duties and office procedures across the team. Your role is to create and maintain a pleasant work environment, ensuring high levels of organisational effectiveness. Specifically this role will involve:

- **Ensuring the smooth day to day running of the office**, including management of key team documents, office supplies, IT systems, vendor relationships, liaison with the building management team, and health and safety.
- **Supporting the design and expansion of the office**, including furnishing, maintenance, secure storage, and upkeep of all company assets so that our workspace is both secure, functional and inviting for both our staff and guests.
- **Management of HR functions**, including development and maintenance of all HR records, onboarding of new staff, coordination of leave and training.
- **Support bookkeeping and financial administration**, including invoice and expense processing, payment set up, and weekly coordination with the Finance Manager.
- **Budget management and oversight of expenditures** for day to day office management.
- **Providing general administrative and project support** to the wider team including authorising and processing the booking of travel and accommodation, couriers, mailings and meeting logistics.
- **Coordinating** the outsourcing of IT and security functions.
- **Office Auditing and implementing new systems** for office functions.

Requirements:

- Highly trustworthy and organised.
- Patient with excellent interpersonal skills.
- Experience in designing and managing effective administrative systems.
- Demonstrated experience of working with sensitive data or documents.
- Strong IT skills.
- Experience of bookkeeping or supporting bookkeeping, including knowledge of Xero, Quickbooks, or other account management systems.
- Attention to detail
- A commitment to Moonshot CVE's mission and ethos.
- Eligible to work in the UK.

Desirable qualifications:

- Experience working with a startup.
- Experience working with a company where security threats are common and risks must be managed carefully.

Benefits package:

- Private healthcare package, including coverage for partners and children.
- 30 days paid leave per annum.
- Individually-tailored training and skills development package.
- Generous maternity and paternity leave.

Application Process:

To apply for this role please email a CV and cover letter (maximum two pages) to Cameron Drummond cameron@moonshotcve.com.

Your cover letter should not exceed one page and must answer the following questions: 1) Why do you want to work for Moonshot CVE? 2) How does your experience make you a suitable candidate for the role? Deadline for applications is 5pm (GMT) 3rd May, 2019. Applications submitted early will be considered before the deadline, so **early application is strongly encouraged**.