

# Job Description

## Office and Operations Assistant



**Job Title** / Office and Operations Assistant

**Location** / London

**Contract Length** / 6-month contract

**Start Date** / ASAP

**Salary** / £23,000 - £25,000 / 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 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 a diversity of backgrounds, both professional and academic, including international development, policing, communications, psychology, data science and software engineering.
- Investing in research and development of new technologies and methodologies to counter extremism.

### Working with Moonshot CVE

We're 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 a range of learning and development options, scope to advance personal subject-matter expertise, and opportunities for career progression.

### Working with Moonshot CVE

**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.

# Job Description

## Office and Operations Assistant



### About the role

We are looking for an Office and Operations Assistant to support administration duties and office procedures across the team. You will work closely with the Office Manager and assist in creating and maintaining 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 executive administration**, including processing booking travel and accommodation, expense reports, meeting logistics, and project briefs for the founders.
- **Budget management and oversight of expenditures** for day to day office management.
- **Providing general administrative and project support** to the wider team.
- **Supporting business development, research & development** and other core teams reach the organisation's internal objectives.

### Requirements

- Highly trustworthy and organised.
- Patient with excellent interpersonal skills and attention to details
- Experience in designing and managing effective administrative systems.
- Strong IT skills.
- A commitment to Moonshot CVE's mission and ethos.

*In addition, we require and will check on candidates eligibility to work in the UK and DBS checks.*

### Desirable

- 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 submit a CV and cover letter to Sonia Banaszczyk. Your cover letter should not exceed two pages and must answer the following questions:

**Why do you want to work for Moonshot CVE?**

**How do you meet the requirements of this role?**

Applications without a cover letter will not be considered.

## Click to apply