



RADIX BIG TENT VIRTUAL OFFICE MANAGER

Background

Radix Big Tent exists to provoke, develop, share and promote new ideas for the regeneration and renewal of our society, leading to real change.

We aim to achieve this by being **the** physical and virtual platform for constructive, cross-party, non-partisan political conversations, which promote open inquisitive debate, and lead to innovative public policy proposals. We particularly aim to enable those from disadvantaged background and from outside the Westminster bubble to make their voices heard.

Our recent merger seeks to **combine the convening powers of Big Tent with the public policy expertise of RADIX**, using the **respective reach and depth** of our different approaches to multiple the impact that both organisations are able to have.

To learn more, see our websites radixuk.org and bigtent.org.uk

The Role

Radix is looking for an energetic, tech savvy, self-starter, capable of working on their own and as part of a very small, but perfectly formed team. They need to be practical, entrepreneurial, hands on and imaginative.

The successful candidate is going to need to lead projects to overhaul our databases and online communications systems, working in partnership with our Communications Consultant and web managers. As such they will need to be very computer literate while being tolerant and understanding of those who are not!

Radix Big Tent is concerned with public policy and politics so the successful candidate is likely to have a strong interest in these areas, and an interest in engaging with the core activities through which work: organising events, hosting roundtables and publishing and promoting policy papers.

Primary Responsibilities

Merging our existing databases in line with our agreed strategy and maintaining and updating as necessary to ensure the most effective communications with our supporters and followers, including regular newsletters, promotional mailings and newsletters

Reviewing, merging and overhauling our use of our two existing online filing systems



Working with our website consultants to update and maintain our websites, to communicate effectively and minimise costs

Working with our communications consultant to grow our online following.

Working with the Chief Exec to manage and record Board, Management and Staff Meetings

Working with the Commercial Director to support fundraising activities, including maintaining and improving our donor database and managing sponsor communications and events

Other tasks as necessary, especially in the run up to our major events, especially our annual flagship Festival and biannual Leaders Summits

Person Specification

- An energetic, tech savvy, self-starter, capable of working on their own and as part of a very small, but perfectly formed team
- Excellent IT skills, including proficiency in PowerPoint, Excel/Google Docs, and experience of using databases and CRM packages such as Capsule, ActiveCampaign and/or MailChimp and web systems such as Wordpress. Basic html knowledge useful.
- Excellent verbal and written communications skills
- Flexible and adaptable – time and stress management
- Creative, imaginative and entrepreneurial
- High personal and professional standards

We are an equal opportunity employer and welcome applications regardless of race, colour, national origin, sex, gender identity, disability or age.

MORE INFORMATION

Salary: £25-28,000 (pro rata; four days per week with occasional additional days by agreement in the run up to major events; 25 days holiday pro rata plus public holidays)

Terms: Permanent contract subject to six month review and one month notice on each site

Responsible to: Chief Executive

Location: Home working, with monthly meetings in London and York

Position Start Date: As soon as available

CV and cover letter to: ben.rich@radixuk.org

Website: www.bigtent.org.uk and www.radixuk.org

Deadline for applications: 4pm, Tuesday 14th June 2022