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**Application Pack**

**Operations Coordinator:**

**6 Month Fixed Term Contract**

**Closing date for applications: 08/05/17**

**Response date successful or otherwise: 16/05/17**

**Team Rubicon** recruits, trains, equips, and deploys teams of ex-servicemen and women, as well as first responders and like-minded civilians, to aid in disaster response and recovery.  By helping those affected by hurricanes, floods, earthquakes, and other disasters in the UK and abroad, members of Team Rubicon find a renewed sense of purpose post military or emergency service.

During missions, our volunteers develop a great sense of camaraderie and solidarity with each other.  Between response efforts, we bring our members together for training, social activities and to conduct service projects within the community.

Team Rubicon is a relatively new charity in the UK having been founded in the USA 7 years ago. Team Rubicon has a unique culture that requires individuals foolish enough to think they can change the world, and smart enough to have a chance. Every day is a challenge, but every month brings new opportunities for an organisation that is quickly becoming a household name.

Team Rubicon offers competitive salary and benefits, as well as the opportunity to change the world of disaster relief and veteran reintegration. Only the most awesome candidates should apply and we are delighted to invite applicants from the military, civilian and emergency service backgrounds alike.

To be in with a chance of joining our team please complete the application form to show us how you are the ideal solution to our needs. Big yourself up in the Supporting Statement and email to: [pickmepickme@TeamRubiconUK.org](mailto:pickmepickme@TeamRubiconUK.org)

Find out more about us: [Team Rubicon UK](http://www.teamrubiconuk.org/)

[Find Purpose](https://www.youtube.com/watch?v=-0rjXFAhhnk)

[Twitter](https://twitter.com/teamrubiconuk)

[Facebook](https://www.facebook.com/TeamRubiconUK/)

**Domestic Operations and Training Manager**

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| --- | --- |
| Job Title | Operations Coordinator |
| Contract | 6 month fixed term contract |
| Salary | £20,000 pa Pro Rata |
| Reporting to | Director of Field Operations |
| Direct Reports | None at present |
| Location | Chilmark, Nr Salisbury |

**Key Responsibilities**

* Planning and delivery of Service Projects throughout the UK. Minimum 5 during tenure.
* Day to day oversight of TRUK expansion into the Regions. This includes but is not restricted to the recruiting of TRUK members into voluntary staff positions, creation of “how to guides” and provision of advice and supervision of delegated tasks.
* Seeking out and loading of volunteers onto specialty courses delivered by external providers.
* Planning, mobilisation, oversight and demobilisation of volunteers on partnered operations.
* Training, manning and conduct of the TRUK Operations room during a significant deployment.
* Demobilisation plan for those returning from operations.
* Planning and delivery of a minimum of 3 workshops.
* Support to other Ops managers as and when required.
* This role has the potential to require frequent national, and infrequent international travel based on operational requirement.

**Person Specification**

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| **Knowledge & Qualifications** | |
| **Essential** | **Desirable** |
| A’levels or equivalent qualification | Degree, preferably in disaster management |
| **Experience** | |
| **Essential** | **Desirable** |
| Use of IT applications including all Microsoft Office applications, Google Apps, and Box | Experience of working in, with or knowledge of, the military or emergency services |
| Project management experience working in small teams with limited resources | Experience in the formal selection, training and mentoring of adults |
| Experience of working independently from an HQ/Field Office |  |

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| **Skills and Attributes** | |
| **Essential** | **Desirable** |
| Adept at delegating and supervising subordinates | Working in a charity – preferably one related to the rapid onset of disasters and / or military background. Previous Team Rubicon engagement a real bonus |
| Delivery focused and self-motivated | Initiative |
| Engaging – can communicate across a broad spectrum, articulate – both on paper and orally | Ability to present confidently to a range of audiences |
| Effective at planning and prioritising across multiple work streams |  |
| Leadership and Management – the successful applicant will need to coordinate their activity across the Ops and wider organisation and draw resources from a diverse pool of individuals who are a combination of paid, part-time, interns and volunteers |  |
| Patient, empathetic, compassionate, good team player with strong work ethic. |  |
| Strong interpersonal skills and ability to work with colleagues, the public and external stakeholders at all levels |  |
| Excellent verbal and written communication – particularly the ability to convey an idea succinctly under pressure |  |
| Sense of humor |  |
| Almost limitless flexibility |  |
| Emotional resilience |  |
| **Special Requirements** | |
| Availability and willingness to travel within the UK at little to no notice | |
| Willingness to deploy on international operations in support of Team Rubicon’s overall strategy when required | |
| The person filling this position may be required to complete training courses as recommended and made available by TRG | |
| Employment rights to work in the UK | |
| Full UK driving license | |