Recruitment Pack
Senior Operations Officer
We are taking action to harness and maximise the energy, creativity and determination of the current youth generation to tackle the most pressing and complex challenges facing our planet.

Julian Olivier, CEO, Raleigh International
We connect young people with the platforms, skills, networks, and experiences to lead action on the change they demand.

Our mission. To ignite youth-led action that creates solutions to the world's most urgent problems.

Our vision. A fair, inclusive, and green world where young people confront the planet's most urgent crises.
All about us

Raleigh International is a youth-driven development organisation. We focus on working for and with young people to inspire and make positive change in four areas: promoting youth in civil society, providing access to safe water and sanitation, protecting vulnerable environments and building livelihoods and enterprises.

Our way of working to achieve impact is by engaging young volunteers through three delivery programmes: national youth programmes where we work with national youth volunteers, Raleigh Expedition, and International Citizen Service (ICS), a UK government-funded development programme.

By working through youth, we develop young leaders and ensure young people are connected, valued partners in development. Raleigh delivers impactful youth-driven projects in four different programmatic areas that all link to and support the UN’s Sustainable Development Goals.

We have world-class partners and funders such as FCDO, Oak Foundation, Norec and RB; have been nominated for BOND International Development awards; are sector-leading in volunteer safety having helped create the BS8848 safety overseas standard; and have evidenced our impact with organisations such as the Overseas Development Institute and New Economics Foundation.
Why work for us?

What makes Raleigh International different...
Youth

We work with a global movement of young people who are generating solutions to the most urgent crises facing the planet. Young people use Raleigh International’s unique ‘Ignite. Equip. Mobilise.’ model as they move from being contributors and collaborators on projects creating change, to initiators who are leading the action they want to see.

Ignite - we build pathways and experiences for young people to develop their confidence and leadership.

Equip - we support young people to build the skills and knowledge they need to develop solutions to global problems.

Mobilise - we unite young people with experts so they can turn their ideas for changing the world into action that they lead.

Your Impact

Raleigh’s size means that you can have a big impact on the organisation within your role. We run efficient teams with core, essential skillsets and it is likely that you will be able to help shape the strategy and implementation of your team’s plans, and bring your ideas to life. Each role in our organisation is essential and its impact can be felt on a day-to-day basis with the delivery of our programmes.

Our Culture

Raleigh is a friendly, positive and collaborative place that feels more like a family than a workplace. Our people are at the heart of the organisation. Connecting and sharing with each other and having fun together are as important as the work we do.

We’re also a learning organisation and believe very much in having the skills to succeed. Ongoing learning and development initiatives are something we are passionate about.
Our Values

All organisations have their values, but Raleigh really is an organisation that strives to recruit based on cultural fit and hire people who really embody, not just embrace, our values. Above all we are an organisation of motivated doers, so our values are action-orientated. Here are our values and some stories from employees as to how they live those values.

"We find the courage to speak up for a cause and take action.”
Jyotir, Operations Manager, Nepal

"I’ve been able to experiment with new technologies to celebrate the work we do in innovative ways.”
Chris, Senior Digital Communications Officer, UK

"No matter the role or country, we are all united in creating sustainable change together.”
Heleena, Senior Training Officer, UK

"We do not give up and we adapt to different cultures, contexts, people and countries to do our work in the best way.”
Hellen, National Volunteer Coordinator, Nicaragua

Create impact together.

We believe our voices and actions are stronger together. It is the ideas and power of an inclusive movement that changes the world.

Act with integrity.

We respect the qualities of real leaders, and we strive to embody them in everything we do.

Commit to learning.

We understand the importance of learning for growth and inclusion. We must listen to and learn from each other to create real change for everyone, everywhere.

Find the courage.

We stand up for what we believe is right, even if this means stepping out of our comfort zones.

Never give up.

Changing the world can be hard, but we will not stop until we have achieved all we set out to.
Young people will mobilise to take urgent action to drive the green recovery & address the climate emergency.

At no other moment in history have so many young people wanted to take action on the climate emergency, and yet had so many barriers to do so.

However, with the UK leading climate negotiations at COP26 in November next year, a likely emergence from the restrictions of Covid-19, and time quickly running out to cap a 1.5°C global temperature increase, for the UK’s youth, Now Is The Moment – and this is their opportunity.

In 2021, Raleigh International will launch Re:Green - a new programme designed to increase the skills, knowledge and capacity of youth to contribute directly to addressing the climate emergency and to mobilise their generation, influence decision-makers and change behaviours which support a greener, fairer and more inclusive society. For the next year, the global spotlight will be on Scotland in the run-up to hosting COP26. At a time when young people will be front-and-centre of the Year of Climate Action, this programme enables them to spearhead major change through grassroots conservation and activism.
Reporting to the Re:Green Programme Manager, the Senior Operations Officer will manage the safe and effective delivery of Raleigh International’s new Re:Green programme.

This is an outstanding opportunity for an exceptional candidate with significant operational experience to excel in a mission-driven organisation. We are searching for a candidate who is passionate about environmental sustainability, the empowerment of youth, and is ready for the challenge of bringing this exciting new programme to life.

Download the detailed job description and person specification here.

Further Reading:

**Tomorrow is Too Late** – the research findings of Raleigh International’s global consultation with young people

**Now is the Moment** – Raleigh International’s 2020 to 2021 Bridging Strategy

**Action Not Excuses** - a global youth-led environmental campaign supporting 100,000 young people to create green jobs, fight for zero waste and pollution, and reverse deforestation.
Role Details

**Contract**
6 months full-time, fixed-term contract (extension possible)

**Location**
TBC (the RPM will be responsible for locating an office and volunteer house in Glasgow, Oban or Fort William)

**Salary**
£29,917 to £31,315

**How to apply**
Apply via the Raleigh International website:
https://raleighinternational.org/about-us/work-for-us/

**Closing date**
5pm 28th April 2021

**Equity, Diversity & Inclusion**
Raleigh International welcomes applicants from all backgrounds, and we are keen to ensure our teams reflect the diversity of the UK and the young people we work with. We are dedicated to greater diversity and inclusion within our own organisation and strive to provide equal opportunities to people of all races, ethnicities, religions, genders, sexual orientations, gender identifications and abilities. We have a ‘fair recruitment and selection’ policy to help us ensure that our recruitment processes are conducted in a fair, non-discriminatory and legitimate manner. We encourage applications from underrepresented groups to help us deliver our exciting new strategy.
Office hours
Normal UK office hours are Monday to Friday, 9am - 5pm, though staff can vary their start and finish times between 8am - 4pm and 10am - 6pm. Staff roles on Re:Green will be required to rotate around weekend, early morning and evening working as per the demands of the programme schedule. This role will be on the Duty Manager roster.

Equal opportunities, safeguarding and vulnerable adults
Raleigh International is committed to ensuring equal opportunities and the health, safety, welfare and development of all people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All staff and participants who take part in activities organised by us should enjoy working and taking part without fear of harm. We guide all staff and participants to show respect for and understanding of people’s rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

Employment eligibility
To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

Anti-corruption policy
It is Raleigh International’s policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh’s policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.
Benefits

Not only does a career at Raleigh International offer fulfilling job satisfaction and impact, but we take seriously investment in our best resource – our people. As an employee of Raleigh, you will be able to access the following benefits:

### Holiday entitlement
The holiday entitlement for full-time staff is 25 working days per year, plus 8 public holidays. Part-time staff receive a pro-rated entitlement.

### Volunteering leave
We believe in the power of volunteering. That’s why we offer every employee twenty-eight hours (four days) volunteering leave per year (pro-rated for part time staff).

### Employee Assistance Programme
Raleigh is part of an employee assistance programme which offers round the clock support for employees and their immediate family members on a wide range of work and personal issues.

### Wellbeing programme
We know that healthy bodies and minds are important. Whether it’s yoga sessions in the office, fruit on a Monday or cultural lunchtime excursions, Raleigh Head Office strives to offer a mix of activities.

### Season ticket loan
Interest free loans are available to allow staff to save money and purchase season tickets. The loan is paid back monthly via deductions from your salary.

### Cycle to Work scheme
Raleigh offers a cycle to work scheme that enables a discount towards any bicycle you purchase for the purpose of getting to work.

### Other benefits
Also available to staff are enhanced maternity/paternity/ adoption pay, life assurance, pension scheme, study leave, staff discounts and free eye sight tests.