

Operations and Administration Coordinator

Job description and person specification

Job title	Operations and Administration Coordinator
Organisation	Stop Uyghur Genocide (SUG)
Reports to	Executive Director
Contract	Full-time, fixed term for 24 months, subject to funding
Salary	£28,000–£30,000 per annum, pro rata, depending on experience
Location	London, with hybrid working by agreement
Start date	1 October 2026, subject to final grant approval

About Stop Uyghur Genocide

Stop Uyghur Genocide (SUG) is a Uyghur-led UK charity working to end the Uyghur genocide and to challenge state-imposed forced labour in the Uyghur Region. Founded and led by members of the Uyghur community, we bring lived experience together with careful research, survivor-centred advocacy and practical policy engagement.

We work with survivors, parliamentarians, civil-society partners, researchers, businesses and communities to advance accountability, strengthen ethical supply chains and protect Uyghur rights, culture and dignity. Our work has contributed to public debate and policy engagement in the UK on forced labour, supply-chain accountability and the protection of Uyghur people.

SUG is a small, ambitious and growing organisation. This new role will provide essential operational support to a team currently comprising an Executive Director and a Communications Officer, enabling the organisation to deliver its work effectively and responsibly as new grant-funded activity begins.

Purpose of the role

The Operations and Administration Coordinator will be a valued member of a small and committed team, helping SUG's day-to-day work run smoothly. The postholder will support the organisation with administration, meetings, travel, events, grant coordination and practical arrangements, ensuring that records and actions are organised, accurate and completed on time.

This is a varied, hands-on role with scope to develop. The postholder will work closely with the Executive Director, Communications Officer, Treasurer, trustees and external bookkeeping consultant. It is not a qualified finance-manager role: support and guidance will be available. What matters most is strong organisation, attention to detail, a willingness to learn, sound judgement and a compassionate approach to working with people.

Key responsibilities

1. Operations and office administration

- Maintain organised digital and paper filing systems, ensuring that contracts, policies, grant documents, supplier information and key organisational records are up to date and accessible.
- Manage general administration, including correspondence, meeting arrangements, calendars, contact lists, office supplies and basic procurement.
- Provide practical executive-assistant support to the Executive Director, including diary management, arranging meetings, preparing travel information, monitoring follow-up actions and helping to prioritise commitments.
- Support the Executive Director to maintain an annual organisational calendar of Board meetings, reporting deadlines, events, campaigns and key external engagements.
- Help maintain and improve practical operational systems, templates and procedures appropriate to a small charity.
- Coordinate administrative arrangements for recruitment, induction, consultants, interns and volunteers when required.

2. Finance and grant administration

- Process invoices, expense claims, purchase requests and supporting documentation in line with SUG's financial controls and agreed budgets.
- Maintain clear expenditure records, coding information and evidence for restricted grants; prepare documentation for the external bookkeeping consultant.
- Support the Executive Director and Treasurer with budget monitoring by maintaining practical trackers of income, expenditure, commitments and reporting deadlines.
- Coordinate the administration of grant agreements, payment schedules, donor due-diligence requests and narrative/financial reporting inputs.
- Liaise professionally with the external bookkeeping consultant and provide timely information needed for monthly bookkeeping, payroll and management accounts.
- Support fundraising and donor administration, including maintaining funding records and acknowledgement correspondence.

3. Travel, events and project coordination

- Plan and coordinate domestic and international travel for the Executive Director and, where relevant, other staff, speakers and partners: flights, accommodation, visas, itineraries, insurance and reimbursements.
- Prepare travel documentation and ensure approvals, budgets and receipts are recorded in accordance with SUG procedures and funder requirements.
- Support the organisation of Board meetings, parliamentary briefings, partner meetings, cultural events and campaign activities, including venue bookings, invitations, registration lists, accessibility needs and supplier liaison.
- Attend selected in-person meetings, demonstrations, parliamentary engagements and events to provide practical coordination, note-taking and follow-up support, with reasonable notice.
- Maintain project workplans and action trackers; follow up agreed actions and flag risks, delays or upcoming deadlines to the Executive Director.
- Provide practical support for survivor- and community-centred activities with sensitivity, confidentiality and respect.

4. Governance, compliance and safeguarding

- Prepare and circulate Board and committee meeting papers; take or coordinate minutes, maintain action logs and follow up decisions.
- Assist with maintaining SUG's governance, safeguarding, data-protection, risk-management and other key policies and registers.
- Handle confidential information responsibly and follow SUG's data-protection and security procedures at all times.
- Support organisational compliance with charity, funder, employment and contractual requirements, escalating concerns promptly to the Executive Director.

Person specification

Essential

- Excellent organisational skills, with the ability to manage several priorities, deadlines and administrative processes calmly and accurately.
- Experience in an administrative, operations, project-support, office-coordination or similar role.
- Confidence with financial administration, including invoices, expenses, budget trackers or payment records.
- Strong written communication and interpersonal skills, with a professional and approachable manner.
- Experience of, or confidence in, taking clear meeting notes and producing accurate minutes and action points.
- High level of IT literacy, including Microsoft Office or Google Workspace, spreadsheets, online meeting platforms and shared filing systems.
- Ability to work independently, use sound judgement and know when to seek guidance.
- A willingness to learn, take initiative and develop new skills within a supportive small-team environment.
- A strong commitment to human rights, equality, inclusion and respectful working practices.
- A compassionate, respectful and survivor-centred approach, alongside discretion when working with sensitive information and people affected by human-rights abuses.

Desirable

- Experience of working in a charity, small organisation, campaigning organisation or grant-funded project.
- Experience supporting donor reporting, restricted funds or external bookkeeping arrangements.
- Experience arranging international travel, events or parliamentary/policy meetings.
- Knowledge of charity governance, safeguarding, data protection or basic HR administration.
- An understanding of issues affecting Uyghurs, forced labour, human rights or diaspora communities.

Working relationships

- Executive Director: day-to-day line management, priorities and approvals.
- Communications Officer: coordinated support for events, campaigns and external communications.
- Treasurer and Board of Trustees: financial oversight, governance and Board administration.
- External bookkeeping consultant: monthly financial records, payroll inputs and management accounts.
- Funders, suppliers, partner organisations, survivors and community members: professional and respectful coordination.

Probation and potential increase in hours

The post is initially offered on a three-days-per-week basis and is subject to a probationary period, in line with SUG's employment policies and the terms of the employment contract.

Following successful completion of probation, the postholder's performance and the needs of the role will be reviewed after approximately three months. Subject to satisfactory performance, organisational need, available funding and mutual agreement, SUG may offer the opportunity to increase the role to full-time (five days per week). Any increase in hours is not guaranteed and would be confirmed in writing.

Additional information

The postholder will occasionally be required to work outside normal office hours, with reasonable notice, to support events, Board meetings, demonstrations or time-sensitive activities. Some UK travel, and occasional international travel by agreement, may be required.

SUG is committed to equality of opportunity. We welcome applications from people of all backgrounds and particularly encourage applications from people with lived experience relevant to our work, including members of the Uyghur community and other affected communities.

Appointment will be subject to satisfactory references and the right to work in the UK. Any safeguarding checks will be proportionate to the duties of the role.

How to apply

Please send a CV and covering letter (no more than two pages) explaining how you meet the essential criteria to james@stopuyghurgenocide.co.uk. Please include "Operations and Administration Coordinator" in the subject line.

Application deadline: 18th September, Midnight.