

Movement Worker – Operations Coordinator

Location: London, UK

Reports to: Executive Director

Contract: Part-time – 3 days a week

Salary: £20,000 - £23,000 (full-time equivalent)

Role Responsibilities

- Oversee logistics for all national and residential programmes, including:
 - Venue scouting, equipment sourcing, and menu planning
 - Inventory and merchandise tracking (storage unit management)
 - Monitor and manage programme and volunteer budgets, ensuring cost-effectiveness and transparency
 - Leverage digital tools and CRM platforms (e.g., Jotform, Mailchimp, Salesforce) to streamline programme administration and strengthen communication with members and stakeholders

Social Media and Communications

- Lead BBYO UK's digital communications strategy to promote events and strengthen brand visibility
- Produce and publish engaging content across social media platforms, tailored for teen and parent audiences
- Create and distribute digital and print communications to members, families, alumni, and stakeholders
- Support national recruitment campaigns through compelling, age-relevant content

Chapter Expansion

In collaboration with the Executive Director, develop new prospective chapters by coordinating with the locations and the adult side of the organisation.

Skills and Experience

- Strong organisational and project management skills, with keen attention to detail

- Ability to negotiate with suppliers and develop innovative, practical solutions
- Proficiency with digital platforms, social media, and CRM systems
- Excellent interpersonal, written, and verbal communication skills
- Collaborative, adaptable team player with a proactive, solution-oriented approach
- Demonstrated attentiveness and care in handling safeguarding and welfare issues, with sensitivity towards both teens and their parents.
- Working knowledge of relevant legislation (e.g. data protection, safeguarding, etc.)

Essential Requirements

- Full, clean UK driver's licence
- Satisfactory enhanced DBS check
- Willingness to work outside standard hours, including evenings and Sundays, to align with teen availability
- Availability to attend key events includes but is not limited to:
 - 4–5 residential weekends per year
 - 10 days at International Convention in the US (February)
 - Annual visit to the summer Trek programme abroad (Israel or Europe)
 - Additional training seminars and BBYO events as required