

Job Description

Job Title: Operations Coordinator/Lead

Reports To: CEO

Start Date: ASAP

Location: Remote administrative work

Hours: Part time role (0.2)

Salary: £30,000-£35,000 per annum (Pro-Rata)

Who are we?

CAPE provides award-winning teaching and mentoring to children affected by factors including poverty, poor mental health, social service intervention, institutional racism, and special educational needs.

We exist to offer unwavering support to excluded children and those at risk of exclusion through tailored mentoring and tuition, underpinned by strong, trusting relationships. Our mission is to ensure their personal development, access to opportunities, and progression into stable adulthood.

Our approach is bespoke, addressing the individual needs of the young people we work with. Sessions take place in various community settings, including schools, libraries, cafés, gyms and young people's homes.

What is the role?

We are recruiting for an Operational Coordinator.

Role responsibilities:

Admin

- Monitor company email addresses (info@, careers@ etc).
- Schedule trustee meetings and advisory board meetings.
- Make bookings for meetings and key events.

Finance

- Be main contact for our external finance department.
- Send out monthly invoices to our clients.
- Manage supplier invoice systems.
- Manage Xero and Dext accounts setup by external finance department.
- Send monthly payslips.
- Manage payments via BACs system.
- Manage prepaid card top-ups.
- Manage Xero and Dext accounts



HR

- Process onboarding of new staff.
- Setup laptops and phones for staff.
- Use BrightHr to manage core HR tasks (annual leave, sick leave etc).
- Schedule line management meetings.

Data

- Upload student data into our online portal.
- Manage student attendance logs.

We'd be keen to hear from:

- Professionals who reflect the backgrounds of the young people we serve.
- Individuals with a strong passion for education and a commitment to making a difference.

CAPE's competencies

We are looking for individuals who demonstrate the following:

Relentlessness – Uphold a consistent and positive manner despite the ups and downs

Child Centred – Decisions always put our children first

Diligent – Pay attention to the small details

Reliable – Always honour the promises you make to young people

Initiative – Able to take appropriate action underpinned by training and experience

Time-management – Efficiently manage your time and clearly communicate capacity

Communication – Communicate in a clear and concise manner (written and verbally)

What are the benefits:

- 42 days annual leave (including bank holidays), aligned with school holidays.
- Company laptop and phone provided for work use.
- Travel expenses for work related travel.
- Wellbeing support including access to an Employee Assistance Programme (EAP).

What is the application process?

- **Submit a cover letter and CV** – Deadline: 11th April.
- **Initial phone conversation with the CEO** – Week commencing 14th April.
- **Assessment Day (April/May)** – Includes a task and a face-to-face interview.
- **Successful candidates will be offered positions in April/May.**

How can you apply?

Email your CV, and cover letter to info@capetm.com **DEADLINE 23:59 11/04/25**

