

Oxford Urbanists

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Managing Director

OXFORD
urbanists

Call for a Manager of Operations at the Oxford Urbanists

Posted August 20th, 2021. Applications will be assessed immediately and on a rolling basis.

The Oxford Urbanists

The Oxford Urbanists (OU)¹ is a global ‘think and do’ tank and a registered social enterprise, founded by Oxford University graduate students and academics in 2016, providing urban knowledge that is local in place and time. Our mission is to advance innovative, productive urban outcomes through thought leadership and an extensive network of urban practitioners, innovators, policy makers and researchers. Led by specialists with a mixture of professional experience and graduate-level research expertise, OU aims to provide capacity and expertise for governments of all kinds, regional bodies, and community-based organizations.

Our experienced specialists possess wide-ranging skill sets and can provide tailored advisory based on client needs and specific regional contexts. OU has an interdisciplinary team of urban practitioners, graduate students, and activists around the world working in urban development, ready to leverage an extensive global network and scale up projects on demand.

OU staff have worked in all levels of government, as well as in NGOs, multilateral organizations, media outlets and the private sector. We’re a team of architects, designers, development practitioners, journalists, planners, policy researchers, and much more.

The OU team currently works fully remotely to organise and facilitate partnerships, advisory, and publications. We are headquartered in London.

We are regrettably unable to offer any remuneration to any of our team members at this stage; however, this role does provide the potential of project-based pay in the future. OU is committed to maximising public benefit through all our activities.

The Role

The Manager of Operations ("The Manager") will support and serve as a vital team member of the Operations division of OU. The Manager will be expected to assist the division director, and other team members, to create and implement an operations strategy that will drive significant organisational growth. This will include administrative oversight, budget planning, and human

¹ Oxford Urbanists LTD is a private company limited by shares registered with The Registrar of Companies for England and Wales, headquartered at 86-90 Paul Street, London, EC2A 4NE.

resources/team recruitment. This position will require a high degree of problem solving, creative thinking, interpersonal engagement, and drive.

This position is expected to be fully remote in nature and will require roughly 5-10 hours per week, as well as any variable project-based work that may come up.

Tasks and Responsibilities

- Support OU administrative reporting and legal matters.
- Support OU finance and budget planning and reporting across business units.
- Support recruitment and staff resourcing across OU.
- Maintain updated OU team organisational chart.
- Work with the division director to facilitate quarterly team performance reviews.
- Support a flexible, remote, international Operations team.
- Attend regular team calls or meetings (as appropriate).
- Communicate regularly with the rest of the division team, as well as other relevant members of the organisation, via Slack and email.

Desired Experience and Skills

As an organisation dedicated to skills-based hiring practices and encouraging a wide array of applications from a diverse talent pool, OU is committed to reviewing all applications on an individual basis and invites applications from any interested parties. Skills and experiences useful for this role likely include the following:

- Experience creating strategic planning, working with teams, and working against performance targets.
- Business, non-profit, or public sector operations and/or program management.
- Finance, accounting, legal, and/or human resources experience.
- Relationship management and interpersonal communication.
- Creative thinking.
- Problem solving and resilience.
- Writing, editing, and attention to detail.

Application:

Please send us your one-page CV and a brief cover letter to Max Nathanson at oxfordurbanists@gmail.com. You may be asked for an interview.

Thank you for your interest in working with the Oxford Urbanists. We will reach back to qualified applicants on a rolling basis.