



**THE PELORUS
FOUNDATION**



FOUNDATION OPERATIONS COORDINATOR RECRUITMENT PACK

Registered Charity No. 1189966

Thank you for your interest in Pelorus Foundation

We are a bold and pioneering environmental charity on a mission to protect the world's wildlife and wild places, not just for today but for generations to come. Our charity is driven by the power of innovation, a deep respect for the natural world, and an unshakeable belief in the ability of people and communities to create real change.

Founded by a group of people who travelled the world extensively, witnessing widespread environmental damage and the destruction of wild places and animals, Pelorus Foundation was born out of an unignorable sense of urgency to act, and fight the current trajectory of our planet.

Join us, and you'll be part of a small team that isn't afraid to challenge the status quo, push boundaries, and explore new ways of making a difference.

Why This Role Matters

As our Foundation Operations Coordinator, you'll help keep the organisation running smoothly, enabling our small team to focus on protecting endangered wildlife and wild places. From coordinating information, meetings and systems to supporting fundraising and communications, your work will help turn priorities into action and make sure the important details are handled well.

What We're Looking For

We're looking for an organised, practical and proactive person who enjoys bringing structure to a busy, evolving environment. You'll be comfortable moving between administration, coordination, data and research, spotting what needs doing and improving the way we work. Accuracy, discretion and initiative matter, as does a willingness to learn and contribute across a small team.

If you share our passion, are energetic and think you have the right skills and experience to join our team we would love to hear from you. Please apply today.

Justine Williams

Head of Foundation

Our Vision

A world where wildlife and wild places are protected for generations to come.

Our Mission

To champion innovation and act as a catalyst, empowering individuals and local communities to preserve and protect the world's wildlife and wild places for future generations.

Our Values

- **Courage**
Changing the status quo requires bravery and an intrepid sense of adventure.
 - **Determination**
We are determined to make a difference and change the planet's trajectory.
 - **Collaboration**
When we work together, we have more impact than when we are alone.
 - **Defiant Optimism**
We don't believe that our planet's future is set in stone. We know that the spirit of defiance embodied by communities all over the world can be harnessed and turned into a catalyst for real change.
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What We Offer

- **A Platform for Change:** Be part of an organisation where your ideas are valued, your growth is supported, and your work creates lasting impact.
- **Flexible Working:** We understand the importance of work-life balance and offer part-time hours and flexible arrangements to suit your needs.
- **A Supportive Team:** Work alongside passionate and like-minded colleagues who are dedicated to making a difference and will support you every step of the way.
- **Room to Grow:** As a young charity we are constantly evolving, and we want you to grow with us. We'll support you in your personal and professional development.

Benefits include:

- 25 days per year annual leave (pro rata) that increases annually, plus bank holidays
- A contributory pension scheme
- A day's leave on your birthday and an extra annual Foundation leave day to take part in a conservation activity of your choice
- Opportunities for training, development and networking
- At our relaxed, shared office space in Fulham, London you can also access the on-site café, free weekly yoga classes, free cake Tuesdays and free networking drinks and Friday breakfasts once a month.

Role Profile

Job Title:	Foundation Operations Coordinator
Hours:	Part-time: between 24 to 32 hours per week
Salary:	£28,000 per annum pro rata
Reports to:	Head of Foundation
Location:	Hybrid, with at least two days a month in the West London office.

Purpose

To help keep Pelorus Foundation organised, connected and effective. Working across a small team, the postholder will coordinate day-to-day operations, maintain reliable information and systems, support fundraising and communications, and help turn organisational priorities into practical action. This is a varied, hands-on role combining coordination and problem-solving with routine administration and data work. It requires a detail-oriented self-starter who can move between tasks as priorities change. The role is practical and delivery-focused, with scope to improve systems as the charity grows.

Responsibilities

Operations and coordination

- Provide practical organisational support to the Head of Foundation and colleagues, keeping tasks, information, meetings and deadlines on track.
- Coordinate meetings, diaries, agendas, papers, action logs and follow-up, ensuring information is prepared and circulated in good time.
- Maintain clear shared records, folders, documents, trackers and routine processes.
- Notice gaps or bottlenecks in day-to-day operations and suggest straightforward improvements; respond flexibly as priorities change.

CRM, data and information management

- Help establish and maintain Pelorus Foundation's CRM and related information systems, working with colleagues to ensure they meet practical needs.
- Enter and maintain supporter, funder, and other contact records, ensuring accurate data.
- Support data hygiene, contact segmentation, activity tracking, reporting and routine database administration.
- Help develop simple processes and guidance so information is recorded consistently and used effectively; handle personal and confidential information responsibly.

Governance and organisational administration

- Coordinate trustee and governance administration, including meeting arrangements, papers, minutes or action logs, records and follow-up.
- Help maintain key organisational documents, calendars, policies, and routine compliance records.
- Support internal updates and information for trustees, colleagues and other stakeholders, ensuring recurring administrative tasks are completed accurately and on time.

Fundraising and research support

- Research potential funders, donors, businesses and partners; clearly summarise and record findings.
- Help maintain prospect lists, fundraising trackers, application calendars, deadlines and follow-ups.
- Support grant applications by gathering documents, checking information, formatting materials and coordinating practical submission details.
- Assist with donor and funder communications, stewardship, briefings, presentations and reports.
- Support digital appeals, events and other fundraising activities as needed.

Marketing and communications support

- Help schedule social media content and occasionally publish posts across relevant channels.

- Support with the organisation of content, images, project information and permissions so materials are stored and available for use.
- Assist with digital campaigns, email communications, website updates and other tasks as required.

Systems and continuous improvement

- Use digital tools confidently to organise work, manage information and support team collaboration.
- Explore appropriate uses of AI and other technology to improve efficiency, checking outputs carefully and protecting confidential information.
- Document useful processes and suggest proportionate improvements to systems, templates and ways of working as Pelorus Foundation grows.

Other responsibilities

- Follow organisational policies, data protection requirements and relevant charity and governance procedures.
- Undertake other reasonable duties consistent with the role.

Skills and Experience

- Experience in administration, operations, coordination or similar where accuracy, organisation and follow-through matter.
- Strong organisation and time management, able to manage several tasks and deadlines at once.
- High attention to detail, particularly when entering data, maintaining records and preparing documents.
- Confident using digital tools and willingness to learn systems, including a CRM database.
- High quality, fluent English written and verbal communication, able to communicate professionally with colleagues and external contacts.
- Good research skills and the ability to find, assess and summarise information clearly.
- Practical and solutions-focused, confident working independently without close supervision for every task.
- Good judgement and discretion when handling confidential or personal information.
- An interest in wildlife conservation and environment, and keen to learn about our project partners.

Personal Qualities

- Self-starting and observant, noticing what needs doing and taking sensible action.
- Flexible and adaptable, comfortable switching between routine tasks and changing priorities.
- Happy to take responsibility for admin details, while looking for ways to make systems work better.
- Dependable, methodical and committed to completing work accurately and on time.
- Curious and willing to learn, including using new technology appropriately.
- Collaborative and comfortable working across a small team where roles are varied and priorities can shift.

Working arrangements and Expectations

- Part-time: 24 to 32 hours per week. The working hours can be discussed to suit mutual needs.
- Hybrid working, with in-person collaboration twice a month in London. Additional attendance may occasionally be required for specific work requirements or events.
- The postholder supports the Head of Foundation, with additional tasks supporting the Foundation Development Manager and Senior Marketing and Communications Executive as priorities require.
- The work includes routine administration and data entry as well as coordination, research and systems improvement; the postholder should be comfortable with both.
The role will evolve as the charity grows, with opportunities to develop skills and take ownership of agreed processes over time.

How to Apply

If you're organised, proactive and enjoy finding practical ways to help a team work better, we'd love to hear from you. Join us in supporting the work to protect endangered wildlife and wild places.

You must have the right to work in the UK. We are unable to sponsor any international applicants.

Please email your CV and cover letter telling us why you're the perfect fit for this role. And send to justine@pelorusfoundation.com by 5pm Monday 16 November 2026.

For more information about us and the incredible work you'll be supporting, visit www.pelorusfoundation.com.