



# **Operations & Partnerships Officer Recruitment Pack**

October 2025





## About us

UK100 is the only network of ambitious local authorities led by all political parties working together to tackle climate change. We help councils overcome challenges and turn innovation into solutions that work everywhere. We build the case for the powers needed to make change happen. From cities to villages, we help communities across the UK create thriving places powered by clean energy — with fresh air to breathe, warm homes to live in, and a healthy natural environment.

We represent all tiers of local government, bringing together 120 local authorities committed to meeting net zero at least five years earlier than the government. Our members represent over 60% of the UK population, and cover both urban and rural areas. We are a small not-for-profit organisation looking to make a big difference.



**Ambitious**



**Evolving**



**Principled**



**Collaborative**







## Job Description:

### Operations & Partnerships Officer

<b>Start date:</b>	November 2025
<b>Salary:</b>	£27,000-£35,000
<b>Hours:</b>	Full time
<b>Contract:</b>	Permanent
<b>Location:</b>	Virtual, with 2 office days a month in London Waterloo

Are you passionate about tackling climate change and supporting the development and growth of a dynamic organisation? Do you want to use your operational experience to support a mission-driven team? Are you personable, highly organised and entrepreneurial? Then you could be UK100's new Operations Officer!

You will take the lead on our Business Supporters Network: researching businesses that can support local authorities on their decarbonisation journey, reaching out to them and establishing mutually beneficial partnerships.

You will also be the go-to person internally for keeping our organisation running smoothly. From organising team meetings to developing our CRM's functionality and ensuring our HR policies and processes are up to date and properly implemented. You will make sure people have everything they need to do their best work.

It's an exciting time to be joining our team as we will start preparing for the 10<sup>th</sup> birthday of UK100 in 2026!



## Job Description: Operations and Partnerships Officer

### Administration of our Business Support Network

- Research businesses that can help local authorities on their decarbonisation journey
- Run due diligence checks on potential business partners to ensure they comply with our Ethical Fundraising Policy
- Set up and minute meetings, coordinate proposals
- Prepare and issue contracts and invoices
- Maintain accurate, compliant data in our CRM

### Finance and HR

- Oversee income and expenditure budgets and performance
- Produce and circulate monthly management accounts
- Manage relationships with our suppliers, ensuring we get value for money and pay promptly
- Oversee recruitment, onboarding, off-boarding and HR record-keeping

### Operations and Governance

- Office management and coordination with our workspace provider.
- Organise team meetings and team socials
- Maintain UK100's Customer Relationship Management system and support UK100 staff in using the CRM.
- Support UK100's management of IT systems, ensuring staff are trained and follow best practice guidance
- Develop and improve UK100's policy and procedures, as well maintaining key organisational documents.

We are a small team. Ad hoc duties will arise, and every team member is expected to support the collective team efforts.



## Essential Criteria

- |                             |   |
|-----------------------------|---|
| <b>Knowledge</b>            | <ul style="list-style-type: none"> <li>• Understanding of relevant organisational best practice and the systems and processes that support it</li> </ul>  |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Using Google-Suite / Office applications and Zoom</li> <li>• Using and developing a CRM</li> <li>• Able to develop and maintain effective relationships</li> </ul>   |
| <b>Skills and abilities</b> | <ul style="list-style-type: none"> <li>• Strong attention to detail</li> <li>• Excellent communication skills and email manner</li> <li>• Strong digital literacy, experience with G Suite, Zoom and Excel preferable</li> <li>• Being able to perform tasks efficiently under pressure</li> <li>• Solution oriented, and proactive problem solver</li> </ul> |

UK100 is actively taking steps towards developing new opportunities for people from an array of backgrounds, ensuring that everybody has an equal opportunity and is not treated differently or discriminated. The post holder will be expected to echo and support this.

## Desirable Criteria

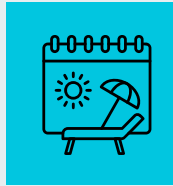
- |                   |   |
|-------------------|---|
| <b>Knowledge</b>  | <ul style="list-style-type: none"> <li>• Understanding of the structures and functions of local government in the UK</li> <li>• Awareness of politics and policy on local climate action</li> </ul>   |
| <b>Experience</b> | <ul style="list-style-type: none"> <li>• Writing and revising influencing copy, be it direct comms, newsletters or social media.</li> <li>• Project coordination: having supported the delivery of ambitious and impactful projects to time and budget</li> </ul> |
| <b>Values</b>     | <ul style="list-style-type: none"> <li>• Committed to the vision, mission and values of UK100</li> </ul>  |

UK:  
100

# BENEFITS

## HOLIDAYS

- Birthday off
- 25 days AL
- Office closure between Christmas and NY
- 2 days for sustainable travels
- 2 days for volunteering



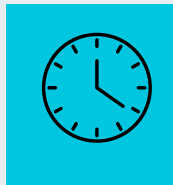
## MONEY

- 5% pension contribution
- Interest free bike loan
- £250 budget for home working equipment



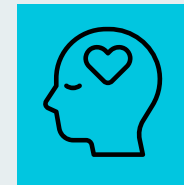
## FLEXIBLE WORKING

- 35 hours/ week flexible around core hours
- Working from home with 2 office days a month



## WELLBEING

- Subsidised gym membership
- Annual eye test
- £500 annual training budget
- Competitive parental leave policy



## COMMUNITY

- Quarterly staff social & team lunch
- Central London office with many community events



AND AN AMAZING TEAM



## Recruitment process

### Applications

Please send a CV (max 2 pages) and a cover letter that sets out how you would take forward the role and what you see as the main priorities (max 1 page) to: [jobs@uk100.org](mailto:jobs@uk100.org) by midnight on October 26th.

### First interviews

First interviews will take place online across Monday 3rd and Wednesday 5<sup>th</sup> of November.

You will receive a task that you will need to prepare and present an hour before your interview slot.

At this stage you will meet:

- Alice Groux, our Chief Operating Officer
- Philip Glanville, our Advocacy and Engagement Director
- Leonardo Magnani, our Senior Grants Fundraising Officer

They will welcome you, put you at ease, and talk you through a series of questions to understand a bit more about you, your experience, whilst also sharing more about the role and organisation.

### Second interviews

If second interviews are needed after stage one, these will take place on the morning of Wednesday 12<sup>th</sup> November.

We aim to get back to every applicant with an outcome and if you have any questions about the role, interview process or organisation, please don't hesitate to contact our team on [jobs@uk100.org](mailto:jobs@uk100.org).

**Thanks for considering a role at UK100 and best of luck with your application!**