



Operations Administrator (Volunteer, 12-14 hours/month)

- Remote
- Unpaid – expenses incurred in undertaking the role will be reimbursed
- Voluntary, 14-16 hours a month – flexible working
- Whilst this role is voluntary, we hope to receive funding to make this a part-time paid role

What is Table 11?

Table 11 is a community of folks in their 20s, 30s, and 40s in the UK who have lost a close loved one.

The organization brings together people who have experienced the loss of a close loved one and want to find a community of people who understand what that's like, that celebrates life and loss by creating space for connection for those who have been impacted by death in their 20s, 30s and 40s.

Why do we need you now?

Since 2019, Table 11 have been building a grassroots community of folks in the United Kingdom. After being featured on [Good Grief?](#) with Reverend Richard Coles on Channel 4 in 2022, we experienced extraordinary demand and have now opened up the community for others in their 20s, 30s and 40s who are impacted by grief and expanded the offering across the United Kingdom, with tables operating in communities including London, Birmingham, York, Windsor, Surrey and more.

Having just become a Community Interest Company (CIC), we are working to expand our impact and are looking to recruit a new volunteer to our team who will take on the role of Operations Administrator to play a defining role in the growth and development of Table 11. It is a voluntary position and an exciting opportunity for a colleague with a project management and administrative background to make a real difference supporting those who have experienced the loss of a close loved one at a young age.

What are we looking for?

We are looking for an Operations Administrator to support the Table 11 Operations Director and Board. Our hope is to find an integrity-led, purpose-driven and proactive



individual who is willing to use their experience and time to empower the organization and those supported by it.

We are looking for someone who has:

- Experience as a chief of staff or operations coordinator
- Experience in the charity/non-profit sector
- Knowledge of Google Mail and Google Drive
- Skills and capabilities across project management, time management, organization, and stakeholder management
- Strong communication skills and detail-oriented

You will also be comfortable with shaping your role, be courageous and open-minded, able to get stuff done and be excited about the idea of volunteering for a small but growing organization and the opportunities and challenges that come with this.

ROLE DESCRIPTION

The key relationship will be with the Operations Director and the Table 11 Board. Because we are a new and growing organization, the individual will have an opportunity to build, shape, and define the role to ensure maximum impact.

KEY RESPONSIBILITIES

The Operations Administrator will:

- Manage the info@table11.org.uk inbox and respond on behalf of Table 11 (either directly or delegating to the appropriate team member)
- Manage the Table 11 Google Calendar - sending invitations for the For Starters Host Support sessions, Host Training, Board Meetings, and Strategic Planning sessions
- Match new members/applicants in a timely manner (within 2-3 days of their application)



- Assist the Operations Director with organization strategy deployment and Board governance
- Assist the Executive Director and Operations Director with the scheduling of recruitment interviews and partnership meetings
- Assist the Host Experience Director with host training administration (scheduling, outreach, pre- and post-host training communication, host matching, and For Starters monthly host support sessions)
- Partner with the Finance Director on budget requests and investment needs
- Support the organization and management of the Table 11 Google Drive
- Take notes at the monthly board meetings and share with all attendees in follow-up
- Manage the Table 11 action tracker

COMMITMENTS

Commitments are expected to be around 12-14 hours a month.

- Attend monthly board meetings, most commonly evenings or weekends lasting 1-2 hours
- Attend annual strategic review
- Flexible, self-managed work to deliver on your vertical's objectives

APPLICATION INSTRUCTIONS

Interested applicants should email info@table11.org.uk. Please include a CV and a short email about why you are interested in joining our team, including any relevant experience in charity, start-up or your own experience with grief and loss. Any questions or requests to discuss the opportunity with Table 11's leadership team should be made to this email address.

The closing date is 15 February 2024.

“We all bring something different to the table. The people who are gone and our relationships to them are all unique. There is a sense of comfort being around people who know what it is like to lose someone when you are still young and those around you don’t always understand how you



feel. We're excited to expand our community and give others the chance to feel supported too"

— the Table 11 Founding Team