



Recruitment Pack

Operations Team Assistant

March 2026

Dear Candidate,

Thank you for your interest in the role of Operations Team Assistant.

Anti-Slavery International is the world's oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance, and we are determined to work with others to make sure people can be free from slavery across the world.

This is an exciting moment to join Anti-Slavery International, as we are about to embark on the development of a new organisational strategy.

As the organisation develops in the coming months and years, the need for a strong support team increases. Our Programme, Advocacy, Fundraising, and Communications and Impact teams are working on ambitious and exciting plans to raise the profile of our charity, and you will have the opportunity to be part of a growing movement to bring an end to slavery.

This role is managed by the Head of Operations, working with teams and staff across the organisation.

This role will suit someone with strong administrative skills and a desire to develop their experience across a range of support functions, including human resources, IT, CEO diary management and governance. There will be opportunities for development within a supportive development structure, and to work both independently and as part of a team.

The deadline for applications is **23.59 on Sunday, 5 April 2026**. Interviews will likely be held during week commencing 13 April 2026. The start date for this role is May 2026, though flexibility for a later date will be considered for the right candidate.

If you think this fits with your expertise and ambition, we would love to hear from you.

Best wishes

Koyeli Solanki
Head of Operations

Job Description

Operations Team Assistant

GRADE	A1-A4
SALARY	£30,290 to £33,536 per annum (pay award pending in April)
CONTRACT TYPE	Permanent, full time
HOURS	This role is offered as a full-time position at 35 hours per week. A part time arrangement will be considered.
LOCATION	Based in Vauxhall, London, with hybrid-working arrangements (minimum of one day a week in office)
DATE	March 2026

ANTI-SLAVERY INTERNATIONAL

Anti-Slavery International is the world's oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance, and we are determined to work with others to make sure people can be free from slavery across the world. Our strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

- Child Slavery
- Responsible business
- Trafficking
- Climate Change and Slavery

You can read more about us and how we work in the 'About Us' document [on our recruiting webpage](#).

This role supports our work by ensuring that our human resources (HR), IT, premises and support services operate smoothly and effectively. Our strategy can only be achieved through our staff, and this role will help us develop and embed policies and procedures to support them and their work.

THE ROLE

The purpose of this role is to support the development and growth of our human resources, IT, office administration, and CEO support functions, providing practical support for the employee experience, and supporting the Operations team in implementing the strategy and vision for the organisation.

This role would suit an all-rounder with a desire to develop the range of skills and experience to provide comprehensive practical support across the organisation. This role reports directly to the Head of Operations and will work most closely with this postholder and the CEO.

MAIN TASKS

Role purpose

Provide administrative support for HR processes:

- Ensure that recruitment processes are adhered to, supporting hiring managers through the process. Liaising with the Finance team and managers to ensure that recruitment budgets are followed.
- Support induction and onboarding processes for new staff, and develop these as necessary. The expectation would be that this role would quickly move to leading these processes, adapting them to the needs of the organisation.
- Support the Head of Operations to manage the annual appraisal process. Ensure that all appraisals are carried out in a timely manner, and that accurate records are maintained.
- Contribute to the development of HR policies and provide administrative support in updating processes and ensuring that staff are kept up to date with changes.

Employee relations and staff development

- Support the Head of Operations to develop internal and external training programmes to meet the evolving needs of the organisation. Work closely with SMT and budget holders to support the appropriate and effective development of staff.
- Manage the admin element of our contracts for our occupational health and the Employee Assistance Programme. Actively encourage programme take-up and promote this to staff.

CEO support

- Provide basic diary management support to the CEO – scheduling meetings and being the first point of contact for external meetings and other CEO Personal Assistants.
- Liaise with colleagues to collate and provide briefing packs for meetings in a timely manner.
- Minute taking e.g. meetings with the union reps.

Equity, Diversity, and Inclusion

- Work with the senior management team (SMT) and the Board, as well as across the whole organisation, to support the Head of Operations in ensuring that Equity, Diversity, and Inclusion (EDI) is embedded across the employee life cycle.
- Contribute to the development of wider EDI work as appropriate, working with consultants and other external bodies as appropriate.

HR reporting and monitoring

- Collate key quarterly and annual HR management metrics for the Head of Operations to present to SMT and the Board as required to inform decision-making.
- Support the Head of Operations to conduct staff surveys as required and provide analysis to SMT.
- Maintain records in line with GDPR and support management of the HR platform.
- Work with the Head of Operations in the development and management of HR as required.

Office Management

- Provide office management support, including acting as the tenant representative in our building, and ensuring that staff have the equipment and services required to work in the office or from home.
- Ensure that the office provides a safe and pleasant working environment, including acting as a fire warden and emergency first aider. Training will be provided.
- Open and log post, liaising with the Fundraising and Finance teams to ensure the timely processing of donations.
- Manage refreshments – tea, coffee, water, milk etc.

IT

- IT support work, including setting up accounts and laptops for new staff. Training will be provided.
- Act as the immediate point of contact for staff with IT issues, and work with our IT support provider to ensure that staff can work as efficiently as possible.

Governance

- Support the CEO and Head of Operations to plan and deliver Board and sub-committee meetings.
- Take minutes and draw up action trackers for Board and sub-committee meetings.
- Circulate papers in a timely manner to all relevant parties for Board and sub-committee meetings.
- Support the Head of Operations and Finance Director in ensuring statutory compliance by managing a calendar of key dates and deadlines.

PERSON SPECIFICATION

Essential

- Excellent administrative skills, including familiarity with Microsoft 365 (Word, Excel, Outlook, Teams).
- Strong communication and interpersonal skills.
- Some experience in office administration/ personal assistant work
- An understanding of the need for confidentiality and sensitivity.
- Excellent attention to detail.
- A desire to learn and develop within the role.

Desirable

- A working knowledge of UK employment law.
- An understanding of HR processes and best practices.
- Ability to develop rapport and relationships across teams.
- The ability to analyse data and generate meaningful reports.

Benefits

- **Annual leave entitlement of 30 days** plus bank holidays.
- **9-13 Breather Days a year** (organisation-wide closure days for well-being).
- We pay **6% into our recognised contribution pension with TPT Retirement Solutions**, with a mandatory employee contribution of 2%.
- We offer a range of employee benefits including employee assistance programme, cycle to work scheme, annual flu jabs and annual season ticket loan. We also pay for eye tests and a contribution of £105 towards glasses for every 2 years of working with Anti-Slavery International.

Terms and Conditions

- The position is based in Anti-Slavery International's office in Vauxhall, London, with hybrid-working arrangements in line with our policy.
- There may be a requirement for some out-of-hours work, for which time off in lieu is given.
- The role is subject to a probationary period of 6 months.
- Unison is the recognised trade union.

How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org

If you wish to apply for this position, please email a CV along with a supporting statement of no more than two pages, setting out why you want this role and explain how your skills and experience support your application.

Employers are required to ensure that any prospective employee has the right to work in the UK. Please confirm in your covering letter if you have the right to work in the UK. Please also include your earliest possible start date in your application.

Please submit your application to jobs@antislavery.org using the reference 'Operations Team Assistant' in the subject line **before 23.59 on 5 April 2026**.

Please also complete the equal opportunities monitoring form using the button on the website. The form is anonymous, and responses will be handled in strict confidence. Interviews will likely be held week commencing 13 April 2026.

We appreciate the time and effort that applicants invest in applying for opportunities with Anti-Slavery International. Unfortunately, due to high numbers of applications we receive, we regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview. If you have not heard back from us within two weeks of the closing date, please consider your application unsuccessful.

AI tools are becoming more common, and we understand how important these technologies are for the future. When you apply for a job with Anti-Slavery International, however, it is important that your application is your own. What makes an application stand out is authenticity. We want to hear about your real experiences and achievements not what AI thinks we want to hear.

Reasonable adjustments – a number of AI tools are commonly used to support disability needs, and we would be happy to discuss individual needs or for you to declare this in your application.

In the interest of fairness, we won't be taking any meetings to discuss this post.

If you are shortlisted for an interview, you may request reasonable adjustments. This is to ensure that you are able to fully engage in the process, so please let us know how we can support you.

Candidates must have the right to work in the UK.

We are committed in promoting equality, diversity and inclusion across the charity and our workforce. We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT+ and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practices and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To guarantee high standards of staff behaviour and integrity
- To safeguard our staff's, interns' and volunteers' welfare and that of external stakeholders with whom we work or come into contact
- To protect our reputation and interests

This role may require a DBS check for traveling to projects where there is access to vulnerable groups.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.



Anti-Slavery International

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antislavery.org