Job Specification - General Manager, GIS-E

Background

We are looking for an experienced individual to coordinate and manage our expanding volunteer team at GIS-E. As our first General Manager, you will focus on two key areas: **personnel management** and **project coordination.**

This is an exciting opportunity to have oversight of a rapidly growing, start-up non-profit with flexibility you would not normally find in a larger/more developed organisation.

Who we are

Thousands of NGOs and charities across the world are on a mission to achieve a more sustainable future in line with the Sustainable Development Goals (SDGs). COVID-19 has made the challenge of achieving these goals even more complex and important.

GIS-E is a start-up NGO with a mission to provide cartographic information that drives positive change. We provide maps that clearly and professionally communicate essential information for NGOs, supporting their operations, funding bids, websites and outreach.

We're a small, dynamic non-profit with an international volunteer team ranging from undergraduate students to retired GIS professionals, who all use their diverse mapping skills to help NGOs achieve success in their work.

How we work

Given our team is entirely volunteer-based, we have no set working hours and work is completed as and when our volunteers have spare time and capacity. We have a volunteer management team of five who currently oversee the organisation and volunteer management.

The Role

We are now looking for someone who can manage the day-to-day running of our growing operation. Joining our team on a voluntary basis, you will have the skills and experience to put structure around a fluid situation, managing teams of volunteers who work in flexible ways while ensuring we deliver to our partners/clients' needs. If you are looking to flex your experience in running a small NGO on a flexible basis, this could be just the role for you.

Note that the specifics of the role can be adapted and negotiated to suit the interests and experience of the right candidate.

Key information

Remuneration	Voluntary (*no payment except any unusual out of pocket expenses agreed prior and upfront*)
Working hours	Flexible (between half a day and 3 days per week during hours to suit the person)
Location	Work from home *(note that we an entirely remote organisation)*
Appointment	6 months - with anticipated extension based on joint agreement
Reports to	Tom and Ed, Co-founders of GIS-E

Responsibilities

Personnel Management

- Manage our international team of volunteers (currently 35) in their duties
- Ensure new volunteers are onboarded effectively
- Manage volunteer training and events
- Run monthly drop-in sessions and weekly management calls
- Actively recruit new volunteers at all levels, for example using recruitment drives, social media and networking events

Project Coordination

- Coordinate the map production process. This generally includes:
  - Coordinating with the partnerships team in finding, communicating with and developing map requests with our partner organisations

- ○ Coordinating the production of maps for partner organisations and ensuring GIS-E's final maps are timely and of a high standard
- ○ Coordinate GIS-E's processes and ways of working to ensure that all team members use a consistent approach and best-practice standards.

Other Responsibilities

- Research partnership and outreach opportunities such as competitions
- Research funding and low-bono opportunities in both the NGO and private sector
- Engage with co-founders and advisors on strategy and 3/5 year plans
- Design and put in place new management, communication and ways of working as the GIS-E team continues to expand

Skills and Experience:

- Self-starter who is comfortable working remotely and independently
- Experience of working with remote teams across geographies and time zones
- Proven skills in coordinating, managing and motivating teams, working in a flexible environment with fluid timelines
- Knowledge of the legal and fiscal running of a small UK-based company/charity
- Whilst experience of working in the charity/non-for-profit sector is not essential, some understanding of this environment is beneficial
- Experience and skills of mapping, cartography and GIS would be beneficial but not essential.
- Ability to use a variety of IT software
  - ○ Essential – Word, Excel, Outlook, Zoom (or similar)
  - ○ Desirable – Slack, Trello and GIS software

Please note that recruitment for this opportunity will be on a rolling basis.

Applications should include a short cover letter (300 words max) and CV. Please send applications to gis-env@outlook.com

Website	Facebook	Twitter
LinkedIn	Instagram	