



Admin and Operations / Virtual Assistant Application

Starting on 5 hours per week for 3 months | Starting hourly rate: £15 | View to extend and increase hours and then rate of pay

Key dates

- Application deadline: 30th November 23:59 UTC/GMT
- First round interviews: 13th December for 45 minutes starting at 10:00 UTC/GMT
- Second round interviews: 19th December for 45 minutes starting at 15:00 GMT
- Start date: 9th January 2023 for kick off meeting at 15:00 UTC/GMT

About the role

The With Many Roots team is expanding, and we're looking for our #3. This role will focus on the internal workings of the growing organisation: on the ops, the admin, and the processes that will help us flourish.

You will be joining Sophia, Director and founder of With Many Roots, who has a focus on sales and marketing; and co-worker Allison whose focus is on building the facilitator community as well as the US market. We have other associates fulfilling a variety of roles and responsibilities within the organisation.

We want to be transparent from the outset that we ultimately envisage this role developing, via a 3 stage process, into an Operations or Project Management position. We'll start with 5 hours a week of Phase 1 responsibilities (see below), moving over time into Phase 2 with an increase in responsibilities, in hours worked. This in turn - assuming all parties are agreeable - will lead to Phase 3 which will also have an increased rate of pay.



>> You can find out a bit more context from [Sophia here in a short video](#) [7:14]



Responsibilities

Phase 1

- Community event management; including Eventbrite management, scheduling, participant comms, follow ups, email
- CRM admin: contact maintenance, tagging, analysis
 - Emailing contacts to encourage people into our workshops
 - Following up with previous attendees and encouraging them into further workshops or potential sales opportunities
 - Adding new contacts
 - Checking in with team for status updates [projects & leads]
 - Flagging key people
 - Segmentation based on potential
 - Developing lapsed engagement strategy
- Manage workshops mailbox
- Creating/managing/improving template documents

Starting at 5 hours for the first 3 months. Likely to rise to 10 per week incrementally thereafter. Would look to move to phase 2 after 5-6 months with the right candidate.

Phase 2

- Scheduling support
 - Shared calendar maintenance with Sophia
 - Scheduling of Paid workshops
- Batching tasks
 - Logistics - booking trains/accommodation
 - Paying invoices/expenses
 - Paying licence fees
 - Inbox management support
- Drafting proposals
- Leading weekly team meeting
 - Supporting with project management of workshop delivery
 - Taking notes and capturing tasks
- Organisational data and quarterly KPIs; maintenance and analysis
- Process audit, improvement and automation
 - Tool integration

Likely starting at 10 hours, expecting to rise to 15-18 hours per week. Would likely spend 4-6 months in phase 2 before role evolves into phase 3 for the right candidate.



Phase 3

- Operations Manager OR
- Project Manager

Likely starting at 18 hours per week. Would likely go on part-time payroll at this stage.

*****Rate and hours will be adjusted accordingly when you move up in responsibilities and ownership*****

Ways of working

- Report into Sophia Cheng
- Weekly meeting for 30 mins - currently Monday 3pm UK
- Timezone: within UTC-3 to UTC+3
- Location: remote
- Hours: flexible, identify a few set times to be available online to report into team
- Employment type: Freelance, fixed contract. Contractor must have their own work equipment and suitable set up (laptop, reliable wif-fi), Contractor takes responsibility for their own tax obligations. Payment on invoice would be at the end of each calendar month, subject to payment terms, in pounds sterling.
- Quarterly check-ins and contract review
- Benefit from 1 hour a month coaching with our Organisational Doula, Daphne

Qualifications and Skills

Essential

- Overlap with company values (see below)
- Scope to grow role into Phase 2 and Phase 3 - we are looking for someone with long term potential - our #3
- High level of written English
- High digital competency, quick to learn new tools and keen to get the most out of the ones we're currently using (Eventbrite, Copper CRM, Google Workspace, Mural, Zoom, Zapier, Clearbook accounting software in phase 2)
- Organisation extraordinaire - genuine love of being organised, process and ops
- Systems nerd - structure, hierarchy and file management lights you up
- Keen team player and coordinator
- Clear communication style, happy to ask questions and ask for what you need
- Ability to prioritise and manage multiple projects
- Comfortable taking initiative (once you're clear on the brief)
- Comfortable to work asynchronously, open to online co-working at times
- Sense of humour



- Open to receiving and building on constructive feedback and willingness to return the same

How You'll Learn and Grow

- You will develop and hone your operations and project management skills
- Meeting facilitation and management skill development
- Learn from our products and experience our workshops
- Be the first to try tools we're developing
- Clear email communication
- Process implementation and improvement
- Drafting internal and external documentation
- This role will allow you to become confident in:
 - Copper CRM
 - Eventbrite
 - Google Workspace
 - Automation via Zapier
- Becoming part of a remote but committed team

About With Many Roots

[Check out our mission and vision here.](#) You can find out more about the team on the same page.

Our Values



Connection

Creating meaningful interactions is central to our ethos



Curiosity

We embrace a spirit of continuous learning



Making a difference

Our work is orientated towards action and impact



Future-orientated

Together we're shifting the narrative, we are #OverDystopia



Application Process

You can apply for this role via this Google Form:

<https://forms.gle/xYAhU235jbzg5FMZ7>

Unfortunately at this time, we can only receive applications in English.

1. Attach CV or weblink to portfolio
2. 250 word responses to the following questions
 - a. How do you relate to the mission and vision of our organisation? What role do you think innovative pedagogy can play in the climate and ecological crisis?
 - b. What will you bring with you into this new role? (consider personal and professional experience, demonstrate competent admin and organisation experience)
 - c. How do you imagine you might find this remote role on a day-to-day basis? Do you foresee any challenges and what ideas might you have to overcome those difficulties? And what are the opportunities? (consider your working and communications style within remote teams)
3. A recent testimonial from people you've worked with. Note, references will be needed for shortlisted candidates

Key dates

1. Application deadline: 30th November 23:59 UTC/GMT
2. First round interviews: 13th December for 45 minutes starting at 10:00 UTC/GMT
3. Second round interviews: 19th December for 45 minutes starting at 15:00 UTC/GMT
4. Start date: 9th January 2023 - kick off meeting 15:00 GMT

If you are going ahead to interview you will hear from us by 8th December 2022

We aim to respond to all applicants successful or otherwise by 16th December 2022

Notes about this stage of the application process

- We want to get an idea of you and your interpretation of this role and what you might bring to it
- Top tip: draft your answers to the 4 questions in a document, not directly into Google Form, we don't want you to accidentally lose your answers
- If you are successful you will be invited to a video call interview with two team members, a shortlist will be invited back for a second interview
- For the successful candidate we will share some context reading and tutorials over the holidays

[Withmanyroots.com](https://www.withmanyroots.com)

Education for the Anthropocene



If you have any questions, please email allison@withmanyroots.com with APPLICATION QUESTION in the subject line.