

# OCEAN GENERATION

## OPERATIONS ASSISTANT (PART TIME)



### ROLE SUMMARY

We are looking for a *highly organised, flexible, and tech-savvy individual* to support the smooth running of Ocean Generation. This part-time role will involve providing essential administrative, finance, HR, and operational support across the charity, enabling the Director of Operations & Finance to focus on strategic and high-level operational oversight. You will work across multiple platforms, **supporting day-to-day processes**, project administration, and ad hoc operational requests, ensuring continuity and efficiency across the organisation.

Working closely with the Director of Operations & Finance, you will play a pivotal role in helping the charity function effectively, supporting staff, volunteers, and projects while ensuring high standards of accuracy and timeliness in all operational processes.

### ABOUT OCEAN GENERATION

Ocean Generation is a UNESCO-endorsed Ocean education charity turning Science into Storytelling. We make Ocean Literacy accessible through film, pop-culture, and education programmes that empower practical action. Most people grow up unaware that the Ocean is keeping us all alive: Ocean Generation exists to change that.

Established in 2009 by film producer Jo Ruxton MBE, our award-winning documentary 'A Plastic Ocean', was named by Sir David Attenborough as "one of the most important films of our time" and ignited mass public awareness about the impact of plastic pollution. Today, we address a full range of human-made threats impacting the Ocean, with a particular focus on programmes for young people across the world.

Our Ocean Intelligence approach - how we translate complex Ocean science into engaging content through Science and Storytelling - has been endorsed by the Intergovernmental Oceanic Commission of UNESCO as a project under the UN Decade of Ocean Science for Sustainable Development.

- Our **vision** is a world where society understands, values and acts for the Ocean.
- Our **mission** is to improve Ocean Literacy by translating complex science into engaging content, programmes and practical actions.

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### KEY DELIVERABLES

- **Inbox & Email Management:** Manage organisational inboxes and emails, triaging and responding promptly (within 48 hours) and flagging urgent matters for the Director of Operations & Finance.
- **Finance Support:** Process staff expenses within 3 working days of submission; assist with invoicing, donation tracking, and updating financial spreadsheets accurately and on schedule.
- **HR & Onboarding Support:** Support onboarding of freelancers, interns, volunteers, and staff, ensuring all tasks are completed before first day; assist with training logistics and ensure records are maintained accurately and up to date.
- **Operational Documentation:** Maintain project and operational documentation, including Ocean Apparel / OG Store administration, with high attention to detail and timeliness.
- **Trademark Reporting:** Review trademark reports weekly and escalate any issues or concerns promptly.
- **Ad Hoc Support:** Assist with operational tasks across the charity as requested, completing tasks efficiently and proactively.
- **Systems & Platforms:** Accurately update and maintain information across Microsoft Office, Xero, Salesforce, and other organisational platforms; flag technical issues or anomalies promptly.
- **Process Improvement:** Proactively suggest ways to improve administrative and operational processes to increase efficiency and accuracy.
- **Development & Training:** Assist in onboarding and training support, with the opportunity to take over aspects of training after 4-6 months, demonstrating growth in skills and autonomy.
- **Project & Fundraising Support:** Provide additional administrative support to project or fundraising activities as organisational capacity and priorities evolve.

### SKILLS & EXPERIENCE REQUIRED

#### Essential:

- Highly organised, with excellent attention to detail.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook).
- Tech-literate, able to work across multiple platforms quickly.
- Flexible and proactive, with the ability to work independently.

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- Willingness to take on ad hoc tasks across the charity.
- Passionate about the natural world and Ocean conservation.

### Desirable:

- Experience working remotely
- Experience with Xero, Salesforce, WordPress, MailChimp, and Canva
- Previous experience in charity administration or operations.

## CONDITIONS

- **Reports to:** Devyn Arbogast, Director of Operations & Finance
- **Salary:** £25,000-£28,000 FTE, pro-rata for part-time hours; all reasonable expenses covered by Ocean Generation
- **Contract Type:** 12-month, fixed term contract
- **Hours:** Part-time, 15-18.75 hours/week (2-2.5 days), schedule to be agreed with Director of Operations & Finance; must overlap core hours Mon-Thu 10am-4pm
- **Location:** Home-based, with preference for candidates in Cornwall/SW Devon

## WORKING ENVIRONMENT

Ocean Generation is a digital-first, home-based organisation, enabling us to maintain a geographically dispersed and diverse team and to maximise our investment in direct charitable aims. We value the benefits of occasional face-to-face meetings for team well-being and effectiveness.

## HIRING POLICY

Ocean Generation is an Equal Opportunities Employer. We actively welcome applicants from all backgrounds and aim to ensure that no applicant is discriminated against on the grounds of gender, age, marital status, disability, sexual orientation, ethnic origin, race, religion, or belief.

## HOW TO APPLY

We are looking to recruit into this role swiftly. The closing date for applications is Friday 30th January (applications reviewed on a rolling basis).

Send a CV and a brief paragraph (max 250 words) explaining your suitability for this role to [hello@oceangeneration.org](mailto:hello@oceangeneration.org) with 'Operations Assistant' in the subject line.

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Please let us know if we can make the application or interview process more accessible.