



Oxford HR | Candidate Pack

Operations Executive

June 2026

About Oxford HR

Oxford HR is a B-Corp certified global leadership consultancy, specialising in supporting leaders working towards environmental and social impact.

We manage executive level search and appointments and services which include coaching, EDI consulting, and team and leadership development.

We work with non-profits, NGOs, consultancies, foundations, start-ups, think-tanks, social enterprises, multi-lateral development banks and government institutions and businesses.

Our clients are from all over the world. We have developed the following sector specialist areas:

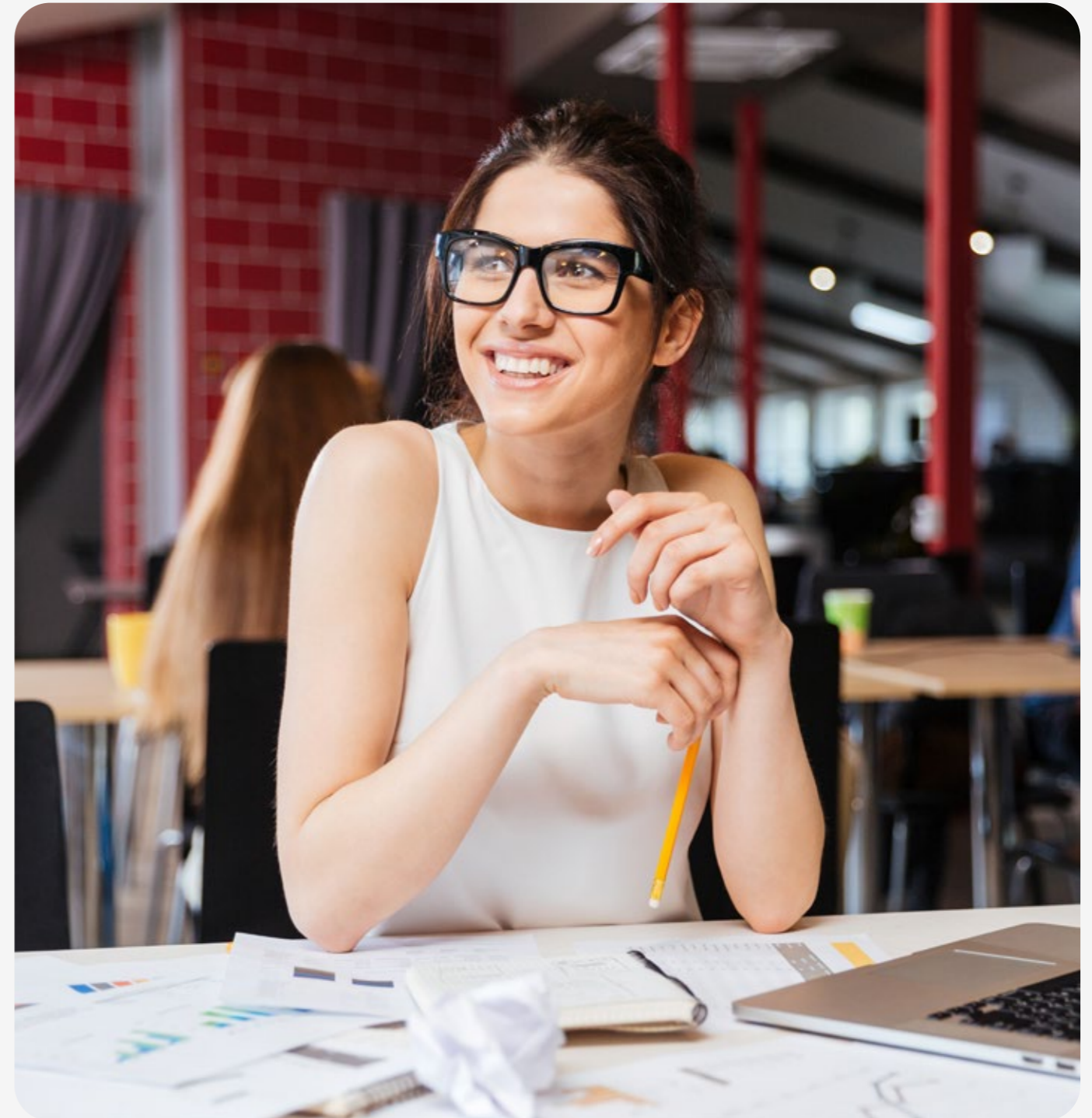
- **Global Development**
- **Global Philanthropy**
- **Trade and economic development**
- **Climate, nature and sustainability**
- **Tech for good**

Our teams work globally, based in Europe (Oxford) Africa (Nairobi), and Asia (Singapore) and USA (Washington DC) .

We are committed to equity, diversity, and inclusion which are part of our organisational values. We embrace cultural difference and strive towards creating inclusive behaviours across our organisation. As an organisation, we are learning and growing in our EDI journey and approach our work with an intersectional lens.

As a certified B-Corporation, sustainability is very important to us. We have integrated SDGs to our strategic plan and have recruited staff to sharpen our responses in this area. We are partnering with Just One Tree, to plant 25 trees monthly in Madagascar to contribute to curb the climate crisis. We plant an additional 10 trees with each placed candidate, who receive a nominal certificate on their first day in their new role.

Our Vision is 'A world of leaders united in their goal to achieve a sustainable future for us all' and our Mission is 'To identify and support leaders who can make a difference in our journey towards an equitable, sustainable future'.





The Role

Role:

Operations Executive

Role Type:

Full time. We are open to job share applications.

Location:

Oxford, UK (Hybrid, with 3 days per week in the Oxford office on Woodstock Road)

Reports to:

HR and Operations Manager

Salary Range:

£28,000 – £35,000 depending on experience

Job Summary

The purpose of this role is to provide operational support across different business areas – including internal operations, business development, and executive search assignments

You will work with the operations and HR team and our consultants to deliver efficient and quality services.

Tasks will largely be administrative and include proposal writing, data management, proofreading and scheduling amongst other things. However, you will also be in a strong position to help us improve systems and processes, and consultants will look to you to help them deliver complex projects to tight deadlines.

The ideal candidate will be detail-oriented, proactive, and capable of multitasking in a fast-paced environment. This role often serves as the first point of contact for internal stakeholders, so you will be comfortable speaking to senior people and asking for clarification. You will be highly

organised and comfortable using technology and learning to use our database. Proficiency in office software and the ability to handle confidential information with discretion are also crucial for success in this role.

This position will give you the opportunity to learn about our sectors and many of our clients, and to build administrative, operational, and communications skills which can be applied to other positions in the future.

You will work closely with colleagues based out of the Oxford office as well as those based across Europe. We would like you to come to the office and work in person with us 3 days of the week, but you should also be comfortable working with people through Microsoft Teams who are not based in Oxford.





Responsibilities

Operational Support

- Provide administrative support on daily operations across the team, including document oversight, setting up templates, helping with internal presentations, coordinating meetings and assisting with business proposals.
- Assist our Associate Directors across different work streams as needed. Proactively offering support and solutions and being prepared to pivot your workload at the last minute.
- Occasionally leading on the planning and execution of internal and external events
- Provide SMT with EA related support as needed.
- Support HR with admin related tasks, including working with the HRIS system.
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- Assist our Communications Account Manager with admin, social media and newsletters.

Office Management

- Receive and respond to emails, monitor inboxes.
- Help maintain Microsoft teams channels, ensuring file management and consistency.
- Support new members of the team in their induction and training.

Business Development

- Support with project management of proposal/ tender development for opportunities globally, including overseeing the creation of proposals on Microsoft Teams.
- Ensure bank of proposal documents are kept up to date and saved correctly
- Liaise with the Communications team on timelines of incoming proposals and tenders in order to meet deadlines
- Regularly update case studies, testimonials and client references, ensuring they are ready for proposal submissions.
- Help identify new opportunities through monitoring of relevant procurement sites
- Help maintain opportunity pipeline within the database, ensuring information is stored accurately.

Data Management & Cleaning

- Support in regular data cleaning, validation and updating to eliminate errors and outdated information.
- Proactively engage with our database (Recruitly) and support the Europe Team in ensuring data integrity and accuracy.
- Evaluate potential problems and technical hitches and develop solutions.
- Manage data securely and confidentially.

Candidate Profile

Essential

- Administration experience with a 'completer-finisher' attitude.
- Exemplary organisational and multi-tasking skills and ability to work to tight deadlines.
- Comfort with technology and ability to learn a new database quickly
- Competency in Microsoft applications including Word, Excel, Outlook, and Teams.
- Working knowledge of databases, data and communicating the salient points of complex information.
- Good interpersonal skills capable of building and maintaining strong relationships.
- Keen attention to detail.
- Demonstrable experience and confidence to liaise with senior colleagues.
- Ability to work effectively both independently and as part of a team.
- Excellent written and oral English language communication skills.

Personal Style and Behaviour

- Ability to remain calm under pressure and respond to changing demands and priorities when required.
- Team player with the ability to work effectively within and across teams, and ability to build strong relationships with remote teams.
- Collaborative and inclusive working style.
- Ability to foresee and mitigate problems, as well as a proactive approach to problem solving.
- Self-motivated and driven to succeed.
- Self-awareness and empathy.
- A positive, supportive attitude.





How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy)-OxfordHR e.g., Pat-Jones-CV-0625-OxfordHR or Pat-Jones-CoverLetter-0625-OxfordHR.

Timeline

- Closing Date: 22nd June 2026
- First Stage Interviews: On a rolling basis, early applications encouraged.

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of our values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at lmwanza@oxfordhr.com in the first instance.



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