

The Role

Job Title: Operations Coordinator/Manager

Level: Administration/Operations

Hours: 7 to 10 hours each week (see the description below)

Salary: negotiable

Duration: May to July 2026 (with scopes for extension)

Location: United Kingdom (Remote)

Reference: OMWS26

The [**Avoidable Deaths Network \(ADN\)**](#) is seeking an Operations Coordinator/Manager for an initial three-month term, with scope for extension.

Deadline to apply: 8 February 2026

Submit your application: To apply for this position, you will need to submit a two-page descriptive CV, demonstrating the essential and desirable criteria for this role and a two-page cover letter explaining your suitability for this position. Email your application to contact@avoidable-deaths.net with the **subject heading:** “Operations Coordinator/Manager Application - OMWS26.”

Interview: The shortlisted candidates will be invited for a virtual interview on 3 March 2026. The interview time will be announced closer to the date.

Start Date: May 2026

Job Specification

1. Working Hours and Flexibility

The postholder will work between 7 and 10 hours per week. Aside from pre-scheduled meetings with the Line Manager, Operations Team, and collaborators, the postholder may choose up to 4 hours of flexible working hours. Weekly and monthly hours remain flexible due to the nature of the activities.

The postholder will be line-managed by Professor Nibedita Ray-Bennett and Dr Hideyuki Shiroshita. The postholder will be expected to plan weekly activities collaboratively with Professor Ray-Bennett, while coordinating closely with the Operations Team and relevant partners. The role requires the ability to work independently, virtually, and collaboratively across diverse tasks and time zones.

2. Key Responsibilities

Communications and Reporting (40%)

- Assist with the production of the Annual Report, Quarterly Event Bulletin, and News Items.

Administrative and Campaign Support (30%)

- Support administrative activities—including organising meetings, preparing agendas, and taking minutes—for the global campaign International Awareness Day for Avoidable Deaths (IAD4AD), International Day for Disaster Risk Reduction and for ongoing programme meetings.

Team Coordination (30%)

- Line-manage the social media team and Future Leader interns, ensuring timely delivery of outputs and maintaining high-quality standards.

3. Essential Criteria

- Demonstrated experience in administration.
- Proven ability to work remotely and deliver tasks within agreed timelines.
- Experience in managing junior staff or interns.
- Experience in minute-taking and meeting coordination.
- Competence in managing WordPress and LinkedIn platforms.

4. Desirable Criteria

- A Master's degree in risk, crisis, or disaster management, or public health, or a related field.
- Experience working with international partners, networks, or multi-country teams.