

Forensis e.V.

Job opening

Operations Coordinator (full-time)

Salary:	€ 37,630 – 43,460
Contract duration:	1 year (extendable upon review)
Hours:	35 hours per week
Location:	Berlin / Germany *

To apply, please email your CV and cover letter to:

jobs@counter-investigations.org

Closing date for applications: 19 April 2023, 23:59 CET

**Occasional working from home is possible when necessary and in agreement with Forensis management, but it is expected that the role holder will work primarily in-person in our office in Berlin.*

About Forensis

Forensis e.V. is a non-profit association committed to counter-investigating violence and repression by state and corporate actors around the world, using techniques pioneered by Forensic Architecture (a research agency based at Goldsmiths, University of London). Forensis is dedicated to the interdisciplinary research and development of new investigative technologies and methods, working at the intersection of architecture, art, science, software, filmmaking, and law for the investigation of violations of human and environmental rights. The evidence produced by these investigations will be presented through participation in or the establishment of cultural, political, and legal forums, including courtrooms, inquiries, tribunals, and truth commissions, as well as through lectures, seminars, publications, and exhibitions in art and cultural institutions.

Job description

Reporting to: Eyal Weizman (General Secretary) and Dimitra Andritsou (Research Coordinator)

Summary:

The Operations Coordinator will assume various tasks that pertain to the administration, finances, and organisation of Forensis. The successful candidate will have experience in a similar role within the charitable sector in Germany, and have demonstrably strong organisational and communication skills.

As Forensis is a newly established organisation, the Operations Coordinator will need to be able to work independently, creatively, and flexibly in order to make the most of their responsibilities within an evolving environment. This is an exciting opportunity to hold a pivotal role in growing this dynamic organisation. Experience in establishing a new organisation in Germany would be a distinct advantage, as would be experience in working with German/EU public funds.

Key tasks include office management, contract drafting, financial management and implementation, grant management and reporting, coordinating the operations and administration of the organisation, management of internal and external communications, and coordination with internal and external stakeholders and funders, especially in developing and coordinating our network and programming for the Investigative Commons.¹

The Operations Coordinator will need to become familiar with Forensis' overall organisational and programming strategies in order to work with the General Secretary to identify opportunities in line with Forensis' interests, and to develop, improve, and

¹ The Investigative Commons is an expanded community of practice that includes investigative agencies and reporters, lawyers, activists, whistleblowers, scientists, artists, architects, filmmakers, software developers and cultural institutions. In our Berlin offices, the Investigative Commons seeks to provide a dynamic platform to advance conceptual and technical research through skill-sharing and co-learning, and promote critical debate about contemporary political challenges, technology, human rights, media and aesthetics through a public program consisting of lectures, workshops, and conferences.

implement operational structures, including writing organisational policies and protocols. The Operations Coordinator will need to be able to independently liaise with various professional services (e.g. lawyers and accountants) and government agencies (e.g. the German tax office, employment office, etc.), and to identify when further or specialist advice is necessary.

The Operations Coordinator will need to be organised, responsible, and reliable, have a keen eye for detail, and will enjoy working as part of a multidisciplinary team. They will ensure that internal and external communications are productively and actively maintained, and are written to a high professional standard. Demonstrably strong written and interpersonal communication in both English and German is essential and editorial and/or translation experience would be an asset. With the ability to work independently and proactively, they will have the confidence to deal with a wide variety of people, prioritise competing deadlines, and comprehend complex situations quickly.

Main duties:

- Scheduling meetings, travel, and appointments
- Organising and maintaining office supplies & equipment
- Organising and archiving project and organisational data
- Financial administration (e.g. processing payroll, expenses, and invoices) as well as overall budget tracking and financial management of and reporting on multiple grant budgets
- Drafting contracts for staff, contractors, research projects, grants, exhibitions, etc. and liaising with our General Secretary, lawyer, and other parties as and when issues or negotiations arise
- Liaising with Forensic Architecture/Goldsmiths and ECCHR as the key collaborators of Forensis
- Draft and develop Forensis' internal operations policies and procedures, including reviewing these and incorporating feedback where necessary
- Managing internal office communications and internal events/training/discussions

- Managing external communications, including answering general queries and press requests, maintaining our website and social media content, and reporting any bugs or improvements to our web developer and relevant team members
- Coordinating Investigative Commons programming and liaising with collaborators
- Coordinating the preparation, editing, design, and writing of publications
- Coordination of exhibitions, lectures, and other public events
- You may be asked to undertake general writing and copyediting tasks as needed, and translation of documents and project text between English and German
- You will be required to undertake any other duties to support the practical needs of the research team as may reasonably be required

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

Essential Criteria 1 - Qualifications
Education to degree level in any discipline
Essential Criteria 2 - Experience
Demonstrable experience in operational and financial management within the charitable sector in Germany
Desirable Criteria 2 - Experience
Experiences might include: project coordination or management within NGOs and cultural institutions, coordinating exhibitions, copyediting, or project coordination within a charitable and/or academic setting.
Experience with setting up a new Verein or company in Germany would be a significant advantage.
Experience with managing projects funded by the EU or German public funding
Essential Criteria 3 - Knowledge
Knowledge of administrative, financial, organisational, and internal/external communications strategies, especially within public institutions and/or charities
Desirable Criteria 3 - Knowledge
Knowledge of German charity law, copyright law, and/or contract law

Essential Criteria 4 - Skills
Excellent written and oral communication skills in English and German. Ability to communicate effectively and to a high standard of professionalism.
Must be able to take initiative and work independently with minimal supervision, but also as part of a dynamic team when required.
Translation of documents between English and German (and vice versa)
Desirable Criteria 4 - Skills
Online media production and web design, especially with Wordpress and social media (Twitter, Facebook, Instagram)
Additional Attributes
Organisational skills and the ability to work under pressure.
Demonstrates creativity re: problem solving.

Further information

For more information about the role, please contact us at

jobs@counter-investigations.org