

Vacancy Announcement

Operations Manager

Title: Operations Manager

Location: London, UK

Duration: Fixed Term, one year contract (renewal subject to funding)

Reports to: Executive Director

Salary: GBP £ 45-48 per annum (depending on experience)

Applications close: 5 February 2023; applications will be reviewed on a rolling basis

Summary

All Survivors Project's (ASP) mission is to support efforts to eradicate conflict-related sexual violence (CRSV) and strengthen national and international responses to it through research and action on CRSV against men, boys and/including people with diverse sexual orientation, gender identity, gender expression and/or sex characteristics (SOGIESC). Working with victims/survivors and in partnership with national and international actors on the ground, ASP undertakes long-term, in-depth work on selected conflict-affected countries, currently Afghanistan, Central African Republic, Colombia and Turkey/Syria, to strengthen national responses and to inform international action.

ASP was founded in December 2016 as an independent research project that was jointly hosted by the Williams Institute and the Health and Human Rights Law Project, UCLA School of Law. In December 2017, ASP registered as an independent charitable foundation in Liechtenstein and with the Charities Commission in England and Wales in 2020. ASP has a team of full-time and part-time staff members in the UK and Europe.

Working closely with the Executive Director the Operations Manager will ensure the smooth running of the organisation. The successful candidate will have a sound understanding of operations management in the non-profit sector.

Core Duties & Responsibilities

- **Administration & Governance**
 - Manage and maintain databases, cloud storage system, email marketing platform, ensure compliance with GDPR.
 - Maintain smooth effective functioning of our small coworking office, coordinate facilities and maintenance issues with building management.
 - Maintain office safety and security protocols.
 - Answer general emails, posts and telephone queries.
 - Support event and logistics of travel missions, create a standardised system for managing travel.
 - Maintain insurances (travel, medivac) renewals, tracking, filing.
 - Assist the Executive Director in handling issues related to ASP's legal set-up and governance.
 - Ensure all governance, and entity information is stored securely.
 - Organise staff/project/Board meetings, typing minutes, distributing materials, following-up on action items.

ALL SURVIVORS PROJECT

- **Finance**
 - Act as the main point of contact for external accountant, assist as needed by keeping track of receipts invoices and expenses and provide these on weekly basis to external accountants.
 - In coordination with external accountant, assist in preparing donor funding requests and progress reports.
 - Prepare project budgets and track them.
- **HR**
 - Assist with recruitment of consultants (advertising, draft contract, drafting ToR, getting contracts signed).
 - Maintain and track consultant contract dates and expiration and coordinate renewals and assist with terminations as needed.
 - Onboard new consultants, provide training on policies procedures, including travel and entertainment policies, safety & security plans.
- **IT**
 - Liaise with external IT consultants to troubleshoot computer problems, update network files as necessary.
- **Security/safety/resilience support**
 - Document current resilience support database and maintain it.
 - Document security protocols, interventions, regularly update them with any changes.
- **Project tracking**
 - Support development of project plans and adherence to timelines (RACI, plans, dates, outputs, stages).
 - Manage projects on Trello.
 - Support with project closures, MEAL and lessons learnt.

Person Specification:

- Demonstrated experience in managing operations, finance or projects in non-profit organisations including:
 - Experience supporting charity Boards, and working with external bodies including auditors, tax authorities, and other official bodies is highly desirable.
 - Experience complying with UK charity regulations and requirements.
 - Experience with preparing donor project and finance reports.
 - Experience coordinating or managing projects with tight deadlines.
 - Experience organising events and coordinating team travel
 - Relevant project management qualification is desirable.

Communication and personal skills:

- Self-starter, proactive, able to hit the ground running and work with minimal supervision.
- Ability to work accurately under pressure with attention to detail and deadlines, and with minimal supervision.
- Excellent interpersonal skills.
- Discreet and able to manage confidential information.
- Works well under pressure maintaining both high level of accuracy and output.
- Fluency in spoken and written Arabic, French and/or Spanish is highly desirable.

Working Conditions / Salary and Benefits

- Only candidates authorised to work in UK are eligible for this position.
- The position will ideally be based in London but can be negotiated to be home-based in another location in the UK.
- This is a full-time position for a working week of forty hours excluding breaks. However, given the needs of a small organisation, you may be requested to work beyond these hours and on a flexible basis.

ASP has clear commitments to safeguarding all those it is in contact with, directly or indirectly, and the postholder will be required to work within ASP's Safeguarding Policy and Code of Conduct. Pre-employment recruitment checks will reflect these safeguarding commitments.

How to Apply

Deadline for applications is **5 February 2022**. Please submit the following in English to recruitment@allurvivorsproject.org with the subject heading "**Application: ASP Operations Manager**" to be considered for this vacancy:

1. **A cover letter** describing your interest in the position and highlighting your relevant experience (maximum one page);
2. **Resume or CV**; and
3. **Names and contact details** for two professional references (ASP will not contact references without your permission).

Please only submit files in MS-Word or PDF file format, zipped files will not be opened.