

Job Title: Operations Manager

Reports to: Director

Hours: Full-time (40 hours a week)

Main responsibilities:

- Overseeing day to day back-office operations, including finance, child sponsorship scheme, collection boxes department, human resources, logistics, IT, and equipment
- Managing members of the office team
- Organising performance reviews and annual appraisals
- Carrying our risk assessments
- Reviewing and enhancing Standard Operating Procedures for all departments
- Monitoring and reporting on relevant KPIs.

Skills required

- 3-5 years of experience in a senior management role
- An understanding of financial accounts
- Proficiency in Microsoft Excel
- Excellent written and verbal communication skills
- Experience in the non-profit sector is desirable

Pay: dependent on experience