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[peopleandplanet.org](http://peopleandplanet.org)

## Director of Operations

### About People & Planet

Established nearly fifty years ago, People & Planet supports the largest student network in Britain. We work with students at universities and colleges across the UK in supporting them to campaign on social and climate justice.

We believe that the change that we want to see in the world can only be achieved by strong social and environmental justice movements that include empowered students and front-line communities, working together in global solidarity to overcome the oppressive structures created and maintained by an entrenched global establishment.

**Job Purpose:** To ensure the smooth running of the organisation and create a working environment in which job satisfaction and personal development thrive.

This posts sits on the management team with a number of other Co-Directors. As a Co-Director of People & Planet you will be involved in collaboratively steering the organisation's strategy, setting the organisational budget and a range of other areas relating to organisational management as well as peer managing another Co-Director.

People & Planet is currently undergoing an organisational restructure and the Operations Co-Director will play an important part in managing this process.

**Accountable to:** The management team. You will be peer-managed by another member of the management team. This role also has one direct report.

**Contract:** Permanent position. Full time.

**Location:** East Oxford office.

**Salary:** £31,966 per annum.

We are happy to consider flexible working arrangements, including reduced hours.

# Responsibilities

## Organisational Management

- Create and implement project management and organisational management processes and systems that can ensure the organisation manages its resources and capacity and achieves its objectives in an efficient way.
- Contribute to and participate fully in the running of the organisation including through staff meetings, working groups and consultations.
- Ensure the management team conducts effective ongoing reflection and development of organisational strategy based on the needs of the student network and our vision for People & Planet as part of the global justice movement.
- Arrange and co-ordinate our Quarterly Review meetings.
- Contribute to other work of the organisation when required.

## Human Resources

You will have overall responsibility for managing all aspects of Human Resources in the People & Planet support office. This includes:

- Liaising with an external HR consultant employed by People & Planet on policy issues.
- Internal communications of HR policy including written procedures and training.
- Reviewing HR policy, procedures and practice.
- Coordinating and managing all paid staff recruitment processes.
- Coordinating and reviewing internal people management systems and processes, including annual staff appraisals.
- Overseeing the staff training budget.

## Finance

Working alongside our Finance Manager, you will be responsible for delivery of financial tasks including:

- Assisting with project financial reporting.
- Paying staff salaries, expenses, and invoices and entering accounting data.
- Raising People & Planet invoices and ensuring they are paid within our terms.
- Assisting with queries regarding online payments and issuing refunds.
- Line management of Finance Manager and providing reasonable cover when they are on leave.

## **Office Management, Operations and Health & Safety**

You will be responsible for all office and operations management related work including:

- Coordinating creation of the 3 year strategic plan.
- Ensuring agreed systems and procedures relating to the organisation's structure are adhered to by all staff.
- Acting as tenant representative for People & Planet in our serviced, shared office building.
- Liaising with our landlord on tenant issues and report back to the management team on updates where appropriate.
- Internal communication and training on all office procedures, operations and Health & Safety issues.
- Keeping adequate Health & Safety records.
- Being responsible for office supplies and general equipment.
- Managing the contract for IT services.

## **People Management**

As a member of the People & Planet management team you will have people management responsibility for the following:

- Peer manager for one other Co-Director.
- Line management of Finance Manager.
- Managing contractors to People & Planet.

## **Events & logistics**

Working alongside the Movement Building team you will be responsible for various logistics for events including venue hire, accommodation, catering & supplies.

## **Governance**

- Supporting the Board of Trustees, including preparing papers for and taking minutes at quarterly board meetings and acting as the link between the Board of Trustees and the staff team.
- Acting as Company Secretary for People & Planet's three legal entities.

# Person Specification

## Essential Criteria

1. Strong project management skills and personal organisational skills, good time management and the ability to prioritise effectively.
2. The ability to work to longer term goals whilst managing immediate demands.
3. Competent in office and productivity software such as word processors, spreadsheets and web-based apps and databases.
4. Experience in office management and developing business management systems.
5. Experience in financial administration and budget management.
6. Experience of supportive line management.
7. Experience of supporting a team to fostering a healthy working culture.
8. A positive 'can do' attitude with a passion for behind the scenes work.
9. Ability to work as part of a team and, including with others who may have different priorities.
10. A belief in an equal society and a commitment to challenging inequality and the ways oppression can be played out in everyday life.
11. Ability and willingness to travel and work over a weekend at our annual summer student event, and to attend Trustees meetings which normally happen during weekends four times per year
12. An understanding of charity governance, and an ability to advise Trustees on best practice in governing a charity.

## Desirable Criteria

1. Experience of managing change management process.
2. Experience of facilitating meetings and strategy processes.
3. Experience of recruiting staff.
4. Knowledge of employer's Health & Safety responsibilities.