



**Head of
Operations**
£50,000-£65,000 pa

GPG is looking for an experienced operations professional to lead and coordinate the organisational and operational functions of GPG and the Global Partners Governance Foundation.

Global Partners Governance works with parliaments, governments, and political parties around the world to promote remote representative politics and effective governance, by working directly with politicians, ministers and officials in projects across Africa, the Middle East and Central Asia.

Applicants must have current UK work authorisation that does not require employer sponsorship.

We welcome applications from candidates interested in part-time/job-share options.

Person specification

- We are looking for applicants with excellent communication and interpersonal skills and a proven ability to manage and coordinate systems, teams, and financial processes.
- The Head of Operations will be expected to engage with a diverse range of external stakeholders including senior politicians, diplomats, and funders, as well as ensuring the smooth functioning of GPG's internal systems, and staffing.
- The nature of the work requires someone who can adapt to swiftly changing political environments, and who has an understanding of international development issues.
- Previous operational experience in an international and/or political organisation would be an advantage, as well as familiarity with logistical planning, programme administration, and financial processes in these environments.

Role and Tasks - You will be asked to deliver:

Organisational Operations & Oversight

- Implementation of strategy across the Operations team.
- Support to organisation's project work through Operations and finance procedures.
- Facility management, including landlord liaison and workplace health, safety, and wellbeing.
- Management of IT infrastructure including Cyber Security obligations.
- Organisation of Board meetings, preparation and liaison with Board members for GPG & GPGF.
- Monitoring and reporting company performance against agreed indicators, as part of management team.
- Coordinating internal communication, liaising with staff in GPG's offices in London, Khartoum, and Lilongwe, to ensure processes are implemented consistently.
- Overseeing HR function, including recruitment, induction, and professional development programme, and maintenance of Human Resources records for all staff in line with GDPR.
- Ensuring efficiency of support services (IT, insurance, organisational memberships, etc.) and supplier relationships, and responsibility for VfM and procurement.

Financial Oversight

- Support to Director on financial management, and management of finance team.
- Management of GPG & GPGF operations budget.
- Bank and supplier correspondence and compliance.

Compliance, Risk, Policies

- Responsibility for corporate compliance, including GDPR, Data Protection, safeguarding and environmental policies.
- Support to Board and Director in ensuring compliance with the company's legal obligations.
- Support to business development processes and platforms, including oversight of contract arrangements.
- Maintaining and updating organisational systems and processes, in conjunction with other Heads of Units.

Management & Leadership

- Providing leadership to the Operations team and wider organisation.
- Support to and close working relationship with the Director on all aspects of business management and oversight.
- Line management of Operations team, including as necessary recruitment; performance management; coaching.
- Driving a culture of organisational professionalisation and improvement as part of Senior Management Team.

What we offer

- An exciting role in a young and dynamic international organisation with the opportunity to make a real impact by growing the role.
- Emphasis on personal development with close support from a wider team, and opportunities for formal training and organisation-wide knowledge sharing.
- Competitive salary, employer pension, and 25 days of annual leave plus bank holidays.
- Comprehensive Employee Assistance Programme to promote physical and mental wellbeing of employees.

How to apply

Please email the following to recruitment@gpgovernance.net . The subject of your email should be "Application HeadofOperations23 YOUR NAME"

1. CV (max 2-page). The filename should be "HeadofOperations 23 YOUR NAME cv"
2. A cover letter, stating why you feel that you are well suited to this position. The filename should be "HeadofOperations 23 YOUR NAME cover letter"
3. Equal Opportunities Monitoring Form (attached and optional)

If you have any queries regarding this position, please email recruitment@gpgovernance.net

For more information on Global Partners Governance, please visit www.gpgovernance.net

Deadline for applications: 25 March 2023 but, interviews will be conducted on a rolling basis

Length of contract: Permanent

Working hours: full time; 37.5 hours per week

Global Partners Governance/GPG Foundation is committed to improving the diversity of our workforce through the attraction, retention, and development of a diverse range of talented people, and particularly welcome applications from underrepresented groups.