

OPERATIONS MANAGER

Job description and person specification



**POWER
THE
FIGHT**

JOB TITLE	Operations Manager
LOCATION	South East London
SALARY	£35,000–£40,000 FTE (pro rata: £21,000–£24,000) (depending on experience)
HOURS	Part-time, 21 hours per week (Full-Time Equivalent: 35 hours per week)
CONTRACT	Permanent subject to funding
REPORTS TO	Director of Finance and Operations

OVERVIEW

We are seeking an experienced and skilled Operations Manager to lead our operational activities, ensuring the organisation runs efficiently, remains complaint, and continues to deliver outstanding results. This role is vital in supporting our strategic objectives and enabling us to achieve our mission.

The role will oversee the operational and administrative functions of the organisation, working closely with the Senior Leadership Team to ensure high standards of efficiency, governance, and impact. You will lead on office operations, policy management, compliance, recruitment process, project and event coordination, and provide support for fundraising activities.

You will need to be solutions-focused, highly organised, and a confident leader who thrives on improving systems and process while supporting the team to achieve their goals.

KEY RESPONSIBILITIES

Operational Leadership

- Manage all aspects of office operations, ensuring systems and processes are efficient and fit for purpose including replenishing office supplies, managing vendors etc.
- Act as a primary contact for operational and office-related queries, resolving issues proactively. This includes dealing with all correspondences, phone calls, and inquiries, directing them to the appropriate staff members as needed.
- Identify and implement improvements to operational workflows to maximise efficiency.
- Foster a positive and inclusive work environment by promoting effective communication and teamwork

Recruitment and HR Administration

- Lead on all recruitment processes, working alongside the Director of Operations, to ensure the timely and effective onboarding of new staff.
- Oversee DBS checks and other pre-employment compliance requirements.
- Manage the onboarding process for new starters, including inductions, documentation, and training coordination.

Governance and Compliance

- Ensure compliance with all legal, regulatory and governance requirements, including updating policies and procedures.
- Support trustees and the senior leadership team with board meeting coordination, preparing governance documentation, reporting. This includes minuting and organising meetings.
- Maintain up-to-date records and ensuring adherence to data protection regulations.
- Provide administrative support to SLT, including preparing reports, presentations, and other materials as needed.

Project & Event Coordination

- Support teams with projects and events, helping them plan and administer throughout the project or event lifecycle, and be present at events as needed.
- Coordinate project and events logistics including scheduling meetings, preparing materials, and tracking progress
- Communicate project updates and milestones to stakeholders, ensuring alignment and engagement.
- Provide operational support to fundraising activities, including donor engagement and campaign logistics.

QUALIFICATIONS

- Degree in business administration or related field (desirable)

EXPERIENCE AND SKILLS

- Strong background in operations, governance, or office management, ideally within the charity sector.
- Proven experience in managing recruitment processes, including pre-employment checks and onboarding.
- Comprehensive knowledge of policies, compliance, and governance requirements.
- Experience in planning, coordinating, and delivering projects and events.

- Strong IT skills, including proficiency in Microsoft Office and familiarity with database systems.
- Excellent interpersonal and communication skills, with the ability to build strong relationships across a range of stakeholders.
- Ability to lead and deliver projects and events, ensuring they are completed on time and within budget.

PERSONAL QUALITIES

- A proactive, solutions-focused mindset with the ability to work independently and manage competing priorities.
- Exceptional organisational and administrative skills, with a strong attention to detail.
- A collaborative team player with a strong sense of accountability and commitment to the charity's mission.
- An innovative and flexible approach to problem-solving and process improvement.
- Confidence in fostering a positive and inclusive team culture

RESPECT FOR ALL

It should be noted that due to the charity's commitment to work equally with those of all faiths and none and organisations and individuals of all political persuasions, it is vital that the successful applicant demonstrates the ability to value and give respect to others regardless of their faith, political affiliation or any other aspect of diversity.

This role has a six-month probationary period and is subject to a basic DBS check.

HOW TO APPLY

This is a rolling advertisement, and we will be assessing applications as they arrive. To apply for this role, please provide the following documents:

- An up-to-date PDF CV with details of two referees to recruitment@powerthefight.org.uk
- A supporting statement (maximum two pages) that outlines your interest in this organisation and role, and your fit against the personal specification and role description above

If you would like to know more about the role or selection process, please contact us via the email above.

Power the Fight is committed to being an equal opportunity employer and encourages applications from all backgrounds.

Power The Fight

Market Peckham, 133a Rye Lane,
London, SE15 4BQ

UK Registered Charity No. 1181143

powerthefight.co.uk

**POWER
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The logo consists of the words 'POWER', 'THE', and 'FIGHT' stacked vertically in a bold, white, sans-serif font. A white horizontal line is positioned below the word 'FIGHT'.