



Job Title: Operations Manager

Theme:	Charity Operations
Job Title:	Operations Manager
Salary:	£32,344 – 37,467 per annum + pension
Hours of work:	35 hours per week to include some weekend working as required
Contract:	Permanent (subject to ongoing funding) with 31 days' leave entitlement
Location:	Bridgend

Introduction	Project Seagrass is an environmental charity (CIO) devoted to the conservation of seagrass ecosystems through education, influence, research and action. Our mission is to lead societal change to enable the recognition, recovery and resilience of seagrass ecosystems globally; that provide biodiversity, equitable and sustainable livelihoods, and planetary life support.
Background information	The charity has experienced rapid growth over the past two years with an annual turnover for the last financial year in excess of £800,000. During this time, the charity has expanded to its current staff complement of 17 with additional associates making up the Project Seagrass team.
Main Purpose of Post	<p>The Operations Manager will be responsible for</p> <ul style="list-style-type: none"> • the effective management of the charity's operational staff, resources and projects to ensure the effective and smooth running of its day-to-day operations and, in conjunction with the Executive team, • the delivery of the charity's goals and the achievement of its strategic objectives.
General Duties	<ul style="list-style-type: none"> • Management of the operations of the charity, ensuring the delivery of the charity's project goals and the achievement of its strategic objectives. • Contribute to the ongoing development of an effective and sustainable organisational strategy, distilling into individual implementation plans. • Managing staff to ensure the timely delivery of strategic projects and measurable outcomes and impacts for the charity within budget. • Co-ordinating with external partner and collaboration project leads to ensure cohesive logistics planning and project delivery. • Manage and supervise staff assigned to the day-to-day operations of the charity to ensure effective performance.

	<ul style="list-style-type: none"> • Provide necessary levels of leadership, direction, support and advice to staff to ensure coordination and effective teamwork within the charity. • Manage all projects and associated administrative activities and functions; initiating, coordinating, and implementing systems, policies and procedures, ensuring maximum efficiency. • Review and improve existing procedures and systems for the effective management of the charity operational activities. • Responsible for the proper auditing and reporting of all operational activities and projects and for ensuring accurate and up to date records are maintained of work undertaken. • Responsible for maintaining and developing systems of monitoring that can capture and analyse performance data to track progress of projects.
<p>Person Specification</p>	<p><u>Essential Criteria:</u></p> <p>Values:</p> <ul style="list-style-type: none"> • Demonstrable evidence of taking pride in delivering professional services and solutions. • Ability to work together in an environment of equality, trust and respect. • A commitment to improving the environment and acting in a responsible environmental manner. <p>Qualification:</p> <ul style="list-style-type: none"> • Degree or advanced qualification in an appropriate field <p>Experience:</p> <ul style="list-style-type: none"> • In a related post – a minimum of 5 years’ experience of Operational Management; confident line manager, with experience of building, leading, motivating and developing a team. • Proven track record in Project Management with a minimum of 5 years’ experience. <p>Knowledge, Skills and Willingness:</p> <ul style="list-style-type: none"> • Excellent leadership skills, always leading by example. • Ability to work independently. • Excellent IT skills including knowledge of MS Word and Excel. • Evidence of excellent communication skills. • Willingness to undertake further training. • Be willing to relocate to South Wales. <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none"> • Experience of marine biology or plant biology field-work. • Experience of operating in the charity and/or conservation sectors. • CMAS 3* diving qualification equivalent.

**Additional
Information**

Applications are invited based on a 2-page CV and 2 page covering letter by email to **emma.p@projectseagrass.org**. Please include in the email details of 2 referees from recent employment.

Informal enquiries: Informal enquiries are welcome and can be directed to Dr Leanne Cullen Unsworth via email: Leanne@projectseagrass.org

Application Deadline: **12pm on Friday, 13th January 2023**

Interviews to be held the following week.

Project Seagrass reserves the right to extend the deadline should insufficient suitably experienced candidates be identified.