

Information pack

Operations director

November 2021

1. Introduction

Green Alliance is a charity, independent think tank and advocate, committed to achieving a greener future. We believe that ambitious political leadership is the route to change at the speed and scale necessary.

We play a central role in shaping the natural environment, energy and resources agendas in the UK and are known for our cross party influence and the clarity of our insights.

The high quality of our work, our experienced team and our collaborative approach have enabled us to develop excellent relationships at the highest level, with political parties, businesses, NGOs and academia.

2. The role

This is an exciting and varied role leading the operational functions of Green Alliance. As an organisation that punches above its weight in its policy and politics work, and which maintains an excellent reputation for high quality outputs, the operations director plays a pivotal role in making sure this also applies to Green Alliance's internal practices, managing the smooth running of the finances, staff and work practices to the highest standards.

The post holder will be the lynchpin of the organisation. We are looking for someone who will maintain an overview of operations, while understanding and responding to the needs of both the staff team and the organisation. They need to be an effective communicator, with high levels of emotional intelligence, and be responsible for creating a supportive, positive and effective workplace.

The post holder will need to be able to switch easily between problem solving and strategic thinking, a confident decision maker and able to manage multiple projects and tasks concurrently. They will need a 'can do' attitude and to be a 'completer-finisher'.

Responsible for ensuring the financial wellbeing of Green Alliance, they oversee organisational budgets, management accounts and long term financial planning. They will also lead on the HR functions with support from the HR officer, ensuring Green Alliance has the skills and knowledge required to achieve its goals and that the policies and practices adopted are executed to a high standard.

The operations director acts as company secretary and liaises directly with trustees, providing advice and guidance on governance and management issues.

They are responsible for leading the central support team of four staff (covering HR, office, finance and IT) and providing line management and support to the head of communications and her team (events and engagement manager and communications officer). As a member of the senior management team, they are involved in strategic decision making and provide guidance and support to the executive director and other senior management staff, to enable them to fulfil their responsibilities.

Whilst you do not need experience in the environment sector you must be aligned with Green Alliance's objectives and mode of operation.

3. Position in the organisation

The operations director reports to the executive director, Shaun Spiers. The post holder is a member of the senior management team and works closely with the policy director and deputy policy director, who jointly oversee the programme of work, and the strategy director, who is responsible for work programmes, funding and stakeholder relationships.

The postholder manages a development team of seven (not all direct reports), covering central support functions and communications. Green Alliance is a growing organisation and there will be scope in the near future for the new post holder to recruit additional support.

4. Key tasks and responsibilities

Financial management

- Ensure effective financial management, through drafting annual budgets, providing accurate forecasts and producing regular management accounts.
- Manage the smooth running of the annual audit process, and the production of the trustees' annual report.
- Oversee the work of the finance manager, in carrying out financial tasks, payroll processing and VAT returns.
- Represent Green Alliance to Companies House, the Charities Commission, auditors, solicitors and banks.
- Prepare project and programme budgets, overseeing their management and accurate financial reporting to funders.
- Oversee regular payments, including the running of the individual membership scheme.

Governance

- As company secretary, ensure the statutory and constitutional obligations of the organisation as a company and charity are fulfilled.
- Ensure Green Alliance's risk management approach is fit for purpose and lead the regular review and reporting of risk.
- Deal with contracts, legal and office lease matters, using appropriate external assistance as necessary.
- Stay abreast of relevant financial, charitable and legal developments.
- With the director, lead on relations with the trustees, managing the quarterly board meetings and regular interim meetings with the chair and treasurer.

HR and central support functions

- Ensure effective and legally compliant staff recruitment and employment practices and policies.
- Oversee the preparation of contracts and advise on performance related issues, using appropriate external assistance as necessary.
- Work with the directors to ensure staff development supports Green Alliance's objectives.
- Provide effective performance management of directly managed staff, through leadership, advice and personal development.
- Oversee the management of IT, including the database, ensuring the systems and processes are legally compliant and fit for purpose.
- With the office manager, ensure adequate insurance cover for Green Alliance's operations and activities.

Senior management team

- Provide accurate information and advice to senior management on financial, HR and other operational areas.
- Identify trends and recommend options available to enhance Green Alliance's operations.
- Play a significant role in delivering Green Alliance's organisational strategy, working in partnership with the director, policy director, deputy policy director and strategy director.

Other responsibilities

- Any other task, which may reasonably be requested to be undertaken within the scope of this post

5. Key relationships

Internal

- Senior management team: executive director, strategy director, policy director and deputy policy director.
- Development team: finance manager, office manager and EA to executive director, programmes and strategy manager, HR and amin officer, head of communications, events and engagement manager, communications officer.
- Trustees (particularly the treasurer and chair).

External

- Auditors
- Solicitors
- Bank
- Funders

6. Person specification

Experience and knowledge

Essential

- Proven, extensive experience in a relevant role with responsibility for financial and administrative management.
- Experience in financial planning and strategy, and clearly communicating these to staff and trustees.
- Demonstrable experience of managing effective and efficient staff teams in a small to medium sized organisation.
- Good knowledge of HR compliance and practices.

Desirable

- Experience of managing operations in a growing organisation.
- Knowledge of company secretary duties in a charitable organisation.
- Contract and grant management experience.
- Experience of implementing EDI strategies.

Skills and competencies

- Excellent interpersonal and communication skills.
- Proven ability to plan and manage a large and varied workload.
- Strong analytical and strategic planning skills.
- Excellent management and leadership skills and proven ability to inspire, stretch, coach and develop staff.
- Ability to work effectively as part of a small team.
- Ability to evaluate and learn from experience.

Academic qualifications

- Relevant professional or managerial qualifications (essential).
- Evidence of continued and applied learning relevant to the role (essential).
- ACA, ACCA, CIMA, CIPFA or other recognised accountancy qualification (desirable).

7. About Green Alliance: our culture and values

Green Alliance is committed to achieving positive outcomes for the environment. To do so successfully, we aim to create a supportive, inclusive and collaborative working culture that allows our staff to reach their full potential.

In our work to deliver ambitious leadership for the environment we are guided by the following values:

We are optimists

We believe that a green and prosperous UK is achievable.

We are change makers

We are flexible and agile, focusing on where the power is, and wherever and on whatever we think will have the greatest impact.

We are collaborative

We are pluralists and believe that collaboration and seeking to understand others' viewpoints is the only way to make progress, and this is reflected in how we operate both internally and externally.

We embrace complexity

We will never ignore the fact that environmental issues are complex, as well as inseparable from other important issues, including social impacts, and do our best to address this in all our work.

We are inclusive

In all aspects of our work, including our employment practices, we seek to include, involve and listen to diverse voices and communities, as a necessary component of success.

8. About Green Alliance: our vision and strategy

Our vision is for a green and prosperous UK for all.

We want a country where people and nature can thrive together. Where the economy is built on strong environmental principles to ensure long term wellbeing and a healthy environment.

We believe that everyone, wherever they live, should have affordable, sustainable, high quality homes, food and transport, and access to green spaces. The UK should be a place where nature's value is recognised and where a carbon neutral and zero waste economy enables green businesses to provide good jobs across the country. We want the country's scientific excellence, capacity for innovation and diplomatic talent to set the global standard for environmental protection.

We believe that ambitious political leadership is at the core of achieving this.

What we do

Advocacy: driving policy change and empowering politicians to show ambitious environmental leadership

Research and insightful analysis: building evidence and improving understanding of complex environmental challenges, as well as public attitudes and perceptions

Convening with a purpose: forging constructive alliances focused on raising political ambition for change, with a wide range of partners across business, academia and civil society

Effective communications and influential events: hosting informed debate, increasing understanding of important issues and keeping the environment at top of the political agenda

Our strategic aims

Over the next three years, Green Alliance will work to ensure the UK government rises to the significant environmental leadership challenge of this decade and, in doing so, reaps the many social and economic benefits that will come from addressing the climate and nature crises.

We will:

- Turn UK political ambition on climate and nature into rapid action.
- Promote effective solutions for a fair transition to a green economy.
- Push the boundaries to find new answers to complex environmental problems.

9. Terms and conditions

Terms:	This post is advertised as a permanent position. There will be the opportunity to work remotely on an ad hoc basis but the successful candidate must be willing to work from our central London office on a frequent and regular basis. We are happy to consider flexible working arrangements.
Salary band:	£52,500- £70,000.
Starting salary:	Will be commensurate with experience but we would expect the starting salary offered to be at the lower end of the band to allow for progression.
Location:	Green Alliance's office is in central London and is fully accessible. Our staff are currently working between home and our office and will continue to do so until further notice. We will provide IT hardware and other equipment required to work at home but you will need good internet access.
Hours:	35 hours per week with some flexibility; the post holder would be expected to work occasional evenings for time off in lieu.
Holiday:	25 days per year in addition to statutory holidays and the period between Christmas and New Year.
Additional benefits:	Green Alliance aims to be a progressive and considerate employer and encourages employees to maintain a healthy work-life balance.
Pension:	Green Alliance provides an auto-enrolment pension with Aviva. All employees receive a pension contribution up to 7.5 per cent of gross salary which may be paid into this scheme or another of their choice.



10. Application process

Applicants should complete and return the application form on the Green Alliance website to recruit1@green-alliance.org.uk. You should focus in particular on how you meet the person specification. Please save and send your completed application form as a Word or PDF document titled **Your Name_Operations**. Applications by CV will not be considered.

The closing date is **Wednesday 8 Dec at 10am**. The first round of interviews will be held in person in London on Thursday 16 December.

If you have any queries or would like an informal discussion about this role, please contact Jo Rogers jrogers@green-alliance.org.uk or on 020 7630 4518. All expressions of interest will be received in confidence.

Green Alliance welcomes applications from all members of the community. We strive to be an equal opportunities employer. We will accommodate special requirements wherever possible. Please note that we can only accept applications from individuals with the right to work in the UK. We are unable to sponsor working visa applications.