



Registered charity number 1173256

## Operations Manager (6 months fixed-term contract, part-time 30 hours/4 day week)

### Introduction

Surviving Economic Abuse (SEA) is the only charity in the UK dedicated to raising awareness of economic abuse and transforming responses to it. Our work is informed by a group of women who are 'Experts by Experience'.

Founded in 2017, SEA is a new charity which is already making a significant impact. As a direct result of our work, economic abuse is named within the statutory definition of domestic abuse in the draft Domestic Abuse Bill.

Our four strategic priorities focus on awareness-raising, professional responses, systems change and policy influencing.

### About the Operation Manager role

SEA is a young charity which is experiencing rapid growth. We now need to implement management systems which meet our needs and allow us to achieve our potential.

We are seeking to appoint an experienced and adaptable Operations Manager to develop the administrative systems and processes needed to support a growing team and to undertake the day-to-day administration of the charity.

The role will also offer the opportunity to be involved in a range of diverse activities.

### Job description

The role of the Operations Manager is to:

- Work with our accountant/book-keeper, manage day-to-day financial administration including budget monitoring, invoicing and billing, processing expenses;

- Set-up and manage IT systems to support a growing staff team and emerging needs for information management and information sharing in compliance with GDPR;
- Support the Director in the recruitment and induction of new team members;
- Oversee day-to-day HR support;
- Respond to external enquiries and direct these to the team;
- Support the Director and project staff to organise one-off events and activities;
- Provide administrative support to the Director as required; and
- Ensure all work is undertaken in accordance with SEA's policies and procedures.

Knowledge	
An understanding of the third sector and how it works	Essential
An understanding of issues affecting victims of domestic violence	Desirable
Skills	
Excellent verbal and written communication skills	Essential
Strong IT skills including Word, Excel, data management	Essential
Ability to work on a self-supervision basis, prioritise own work and meet deadlines	Essential
Ability to work effectively as a member of a team	Essential
An ability to use initiative, patience and perseverance to help resolve problems	Essential
Attention to detail	Essential
Experience	
Experience of administration including financial administration and budget management	Essential
Experience of managing staff/familiarity with HR systems	Essential
Project management	Essential
Qualities	
Strong interpersonal communication skills and experience of interacting with a diverse range of people/groups	Essential
A commitment to the <a href="#">values and ethos</a> of SEA	Essential

#### Terms and conditions

The position of Operations Manager is offered on a four day a week basis (or 30 hours) on a 6-month fixed contract. The position may be extended in the future subject to funding. The position is home-based and involves regular travel to London.

SEA is offering a salary of £26,000 and membership of a pension scheme with a contribution of 3 per cent from SEA.

For an informal discussion about the role, please contact Nicola Sharp-Jeffs (SEA Director)

[Nicola.Sharp@survivingeconomicabuse.org](mailto:Nicola.Sharp@survivingeconomicabuse.org) / 07551 783193

#### Application

Please submit your CV with a supporting statement which should address how you meet the knowledge, skills, experience and qualities set out in the job description and person specification to: [info@survivingeconomicabuse.org](mailto:info@survivingeconomicabuse.org).

The deadline for applications is 22 March. Shortlisted candidates will be invited to interviews taking place in London on 27 March.