

Job Description

Title:	Operations Project Manager
Contract:	1 Year Fixed Term Contract (with a view to extend)
Function/Team:	STOP THE TRAFFIK (STT)
Location:	London
Hours:	Full time, 40 hours per week, inclusive of breaks. (The breakdown of those hours to be by mutual arrangement and to meet the needs of STOP THE TRAFFIK).
Unsocial working:	Occasional weekend and evening working is required, but time off in lieu is given according to current policy.
Reports to:	Director of Operations
Grade:	E

Summary of the role

Do you want to apply your skills to end Human Trafficking and exploitation?

Are you a results driven, detail orientated individual who can work alongside the STOP THE TRAFFIK global team to create resilient communities and change the environment that allows trafficking to flourish?

This role is crucial to STOP THE TRAFFIK, at a point of organisational growth and development. The successful candidate will enjoy a fast past work environment and be a natural relationship builder.

As Operations Manager this role will oversee the daily leadership of STOP THE TRAFFIK operations and administration. The role will involve management of project officer level staff and will report to the Director of Operations.

Job Purpose

- This role is crucial to STOP THE TRAFFIK, at a point of organisational growth and development. The successful candidate will enjoy a fast past work environment and be a natural relationship builder Development of operational strategic plans, direction and decision making and proactively work towards the achievement of shared objectives. This includes developing and implementing strategies, key objectives, systems, processes and procedures relating to administration, resources, premises, catering and health & safety.
- Working alongside the Director of Operations to ensure the organisation is legally compliant, effectively mitigates risk and adheres to policy and procedure.

Responsibilities

Leadership Responsibilities

- Actively promote and model the ethos and values of STOP THE TRAFFIK.
- Lead projects and staff to achieve results that align the organisations strategy
- Lead on processes related to premises and systems
- Lead on monitoring, evaluation and learning coordination across the organisation
- Line management of project officers

Premises & Systems

- Assisting with the organisation and running of the office, including providing appropriate equipment and facilities
- Actively creating a positive working environment for the team.
- Supporting the smooth functioning of our IT systems and supporting Head of Data with organisational data management.
- Managing the office phone
- Developing effective systems and tools for efficient working and organisational growth.
- Ensure appropriate levels of insurance for the organisation
- Supporting senior level roles in the organisation on project management process, risk management and communications.

Monitoring, Evaluation & Learning (MEL)

- Ensure training and support to Project Managers on STT Theory of Change and MEL
- Facilitate regular (quarterly) monitoring sessions for projects to collect MEL from project team.
- Be the point of contact for external MEL Consultancy
- Work to compile monitoring and evaluation for quarterly board reports and work with Head of Communications to publish annual Impact Report.
- Work with Project Managers to ensure Salesforce (MEL Tool) is updated with accurate information in a timely manner.

Health & Safety Champion (HSC)

- To be the Health & Safety champion STT, liaising with other organisational wide champions and leading on creating a safe working environment (appliances, covid, first aid etc)

People services

- Support the recruitment of new staff alongside HR and Director of Operations.
- Regularly review, update, and create new policies and procedures alongside the executive team
- Remaining professional and ensuring total confidentiality at all times

Additional Responsibilities

- Supporting the comms team on ad-hoc event management.
- Organising and writing bids for funding alongside a grants team.

Other

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

Equal Opportunities

As a small charity working to disrupt the global business of human trafficking, gathering intelligence, and delivering campaigns and projects around the world, we recognise that our team is strengthened by the knowledge, experience and insights people from a wide range of backgrounds bring. As a minimum we expect all applicants to show a demonstrable commitment to equality and diversity.

Safeguarding vulnerable children and adults

STOP THE TRAFFIK is committed to safeguarding and promoting the welfare of vulnerable children and adults. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

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The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	