Job Description

**Title**: Operations Director

**Location**: London, SE1

**Hours**: Full time, 40 hours, inclusive of breaks

**Unsocial Working:** Occasional weekend and evening working is required but time off in lieu is given in accordance with current policy.

**Responsible to**: CEO, STT

**Line Management:**

* Head of Strategic Communications
  + - * Operations & Governance Coordinator
      * Head of Research and Intelligence
      * 2 Regional hub co-ordinators

**STOP THE TRAFFIK (STT)**

STT is a global organisation that has pioneered a systemic solution to disrupt human trafficking using an intelligence led, technology driven model.

STT is at a pivotal moment in its history.

During 2019 independent evaluators validated STT approach and there are opportunities to scale our work to serve the vision.

STT is seeking a proven organisational leader who thrives on pressure and is excited by our methodology.

**Purpose of role:**

As a member of the STT Executive team, to lead the day to day operations of the STT organisation to deliver the STT strategic plan and achieve the vision.

**Duties and responsibilities:**

* To integrate STT’s strategic framework into an operational business plan, including monitoring, evaluation and learning (MEL) and outcome based performance.
* To be part of the strategic STT Executive team, ensuring the requirements of the wider STT entities (STT & STT Enterprise) working alongside Traffik Analysis Hub (TAHub) are met through Executive team collaborative working.
* To bring outstanding people leadership to the STT Management Team (MT), ensuring alignment with the strategic plan, collaboration and high performance. STT Management Team includes the following teams:
* Operations & Governance
* Research & Intelligence
* Strategic Communications
* Regional Hub Projects
* To bring systems, process, structure and clarity to an entrepreneurial, ever changing and fast growing organisation.
* To provide outstanding project management.
* To produce a variety of documents including fundraising proposals, marketing campaigns, communications briefs & governance reports.
* To enhance the brand and evidence the impact.
* To manage budgets, audit and P&L alongside other Directors.
* To provide high level negotiation, organisational and administrative skills.

**Person Specification:**

**STOP THE TRAFFIK Operations Director**

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|  | **Essential** | **Desirable** |
| Qualifications | Undergraduate degree in relevant field  Or equivalent experience | Postgraduate degree in relevant field |
| Job knowledge | Knowledge of systemic model for multi stakeholder engagement and community change  To be able to demonstrate engagement with an issue equivalent to human trafficking/ modern slavery  Use of technology to create an effective thriving organisation and deliver evidence of success and learning | Awareness of STOP THE TRAFFIK  Knowledge and understanding of advocacy in all its forms |
| Experience | Outstanding experience in   * strategic management of a team including people leadership * devising, organising and managing delivery of projects (knowledge of AGILE/MATRIX approach) * preparing and analysing budgets * creating ways of ensuring processes and detailed administration is consistent, of high quality and reflects the learning and growth of the organisation   Experience in   * monitoring, evaluation and learning * ability to write grants or grant - like submissions | Experience in  - developing training programmes and tools, along with delivery to a diverse audience  - recruiting, training and facilitating a voluntary programme  - events managements |
| Skills | High level:   * communication/inter-personal skills * writing skills * negotiation skills * organisational skills * Decision-making skills * presentation skills * administrative skills |  |
| Other Attributes | To operate as a leader seeking to see the whole organisation thrive, continuing to encourage the strength of participation, ideas and collaboration  Self motivated and able to take initiative  Mature, flexible approach |  |