



JOB POSTING – Operations Manager

Organization:	Right To Play UK
Department/Division:	UK National Office
Work location:	London, United Kingdom
Authorized to work in:	United Kingdom (Ability to work legally without requiring sponsorship)
Target Hiring/ Target Hiring Range:	£38,000 - £42,000 per annum
Closing Date:	15 August 2021

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

The Operations Manager is a member of the Right To Play (RTP) UK National Office (UKNO) Team and will provide support to RTP UK Headquarter (UKHQ) team. With dual reporting to the National Director (UKNO) and the Global Chief Program Officer (UKHQ), the Operations Manager is responsible for the day-to-day effective management of the UK finances and operations in both offices. They will work collaboratively with the wider RTP UKNO & RTP UKHQ teams.

The Operations Manager is expected to travel to Canada HQ and other National Offices for meetings and on-site support.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Financial Management and Governance (50% of Time):

- Leads the annual budgeting process on behalf of the National Director and Chief Program Officer and works across the broader team to ensure the appropriateness of assumptions.
 - Supports and generates reports on the fundraising forecast; perform variance analysis on key revenue and expense sources.
 - Monitors cash flow and works with the Supervisors to address variances where needed.
 - Coordinates between Global HQ Finance and vendors to support ongoing governance requirements such as annual audit.
 - Supports the Supervisors with board governance and relations, including assisting with the creation of board presentations, reports, coordination of board meetings and minute taking at board meetings.
 - Trains UKNO & UKHQ teams on RTP's finance and expense reporting systems.
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Job Responsibility #2: Operation Management (45% of Time):

- Oversees the day-to-day operation of the office; develops processes for the efficient execution of the office's administrative functions.
 - Supports teams when they are faced with key operational issues and supporting the escalation where and as necessary.
 - Leads procurement committee.
 - Leads the negotiation and management of contracts for suppliers of both the UK NO and UK HQ.
 - Coordinates with Global team on HR and IT related activities.
 - Oversees the relationships with vendors including landlord, telecom, and local council.
 - Provides timely and accurate monthly management reports.
 - Assists fundraising teams in operationalizing their fundraising plans.
 - Identifies areas of cost savings and leads implementation.
 - Creates and documents business procedures and policies for the team to align with Global HQ.
 - A "super-user" of the Microsoft Customer Relationship Management (CRM) system, Dynamics 365, and oversees and populates the system with data, assists UKNO staff with CRM usage, and prepares reports based on database information.
 - Delivers ongoing improvement to the UKNO and UKHQ through the streamlining of administrative processes.
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Job Responsibility #3: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):



EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree or equivalent in business administration, office administration, or other related fields.

EXPERIENCE:

- 5 years' relevant experience in operations and/or administration

COMPETENCIES/PERSONAL ATTRIBUTES:

- A flexible attitude with the aptitude to work well in a team and under pressure; diligent and with an eye for detail.
- Excellent organisational skills and ability to manage multiple priorities.
- Results-oriented and investigative to help find fitting solutions.
- Professional maturity, credibility, good judgment, honesty, and integrity.
- Ability to build good working relationships with colleagues, supporters and suppliers.
- Makes decisions that improve day-to-day work procedures, practices and efficiency.

KNOWLEDGE/SKILLS:

- Strong IT skills, in particular Microsoft Office applications.
- Excellent numeracy skills plus the ability to maintain and present financial and non-financial data in a clear and accurate way.
- A high level of proficiency at producing and reviewing management accounts to ensure accuracy and robust forecasting.
- Strong and confident communication skills.

LANGUAGES:

- Fluency in spoken and written English.

DESIRED QUALIFICATIONS (An Asset):

- Experience of using accounting systems, such as ERP
- Knowledge of using database systems (e.g. Microsoft Dynamics 365, Raisers Edge, etc.)
- Experience working in a charity and an understanding of charity regulations.

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking, research, and analytical skills.





WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a Great Place to Work® Canada Certified and globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package including flexible work policy (e.g. work from home and flex hours), 25-day annual leaves, and up to 5 personal development days per year.

Target Start Date: Immediate
Contract Duration: Permanent/Full-time

HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) to upload your resume and cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.