

Operations Manager

Location:	Hurstpierpoint, West Sussex, UK	Contract Duration:	Open-ended
Full / Part Time:	Part time (50%)- working pattern to be agreed	Start Date:	As soon as possible
Salary:	£45,000-£50,000 (FTE)	Closing Date:	14 th May 2021

*Candidates must have the right to work in the UK at the time of the appointment

About the company

ILS is a small, vibrant, consultancy company providing Risk Management and Training support to aid agencies, academic institutions and campaign groups. We support organisations to develop their resilience and meet their Duty of Care when working globally, even in the most challenging environments.

Founded in 2010, the company has grown to become a leader in the development and implementation of people centric risk management and training solutions.

Our close-knit team is made up of a diverse group of professional risk management professionals who create bespoke risk management solutions and training packages for a range of high-profile humanitarian, development and commercial clients as well as major academic institutions.

OUR MISSION: We believe in empowering those who are building a better world. Placing humanity at the heart of our solutions, we work in partnership with individuals and organisations to enhance their resilience.

WHAT WE DO: We deliver robust, comprehensive and innovative solutions to security risk management challenges worldwide.

OUR VALUES: We are driven by the values of humanity, respect, compassion and creativity.

About the position

ILS continues to grow and we are in need of a brilliant, motivated, practical and adaptable individual to support the sustainable growth and development of the business. You will ensure that ILS has strong and well-functioning organisational systems and infrastructure to enable the business to realise its strategy and priorities. As a result, you will be a key contributor to the long-term success of the company.

You will be driven by the purpose and values of the business and will work to ensure all members of the ILS team are striving to achieve the organisational goals and upholding the company values. This is an amazing senior-level opportunity with potential for you to grow and shape the role. As a member of ILS' Operational Management Team (OMT) you will support the Company

Directors, using your skills, knowledge and understanding of the sectors with which we work, to drive growth and efficiency, creating a healthy, thriving, sustainable business.

Job Description

Your role will lead on ILS' business management functions including, but not limited to:

- Organisational leadership
 - Working with other members of the OMT to successfully implement ILS' strategy
- Operational systems leadership
 - Review and refine organisational processes and procedures
 - Responsible for ILS' Customer Management Plan
 - Ensuring admin systems are fit for purpose
- Legal and Risk Management
 - Responsible for contract management (outgoing ILS service delivery contracts and supplier contracts)
 - Ensure that the correct insurances are in place
 - Maintenance of the company risk register
- IT
 - Responsible for ensuring ILS is meeting its data security obligations
 - Responsible for ensuring our IT systems are fit for purpose
- HR
 - Internal HR lead
 - Responsible for maintaining, reviewing, updating and embedding HR policies
 - Responsible for office Health & Safety
 - Act as ILS' Designated Safeguarding Lead

You will be responsible for the Line Management of the Operations Coordinator and will report to the Managing Director.

Requirements

Our ideal candidate:

- Has at least 3 years' experience working at a senior level
- Has significant experience managing business operations at a senior level
- Strong understanding of business functions, compliance and risk management
- Knowledge of IT systems and infrastructure
- Familiar with and comfortable working with budgets
- Experience of working for an SME or NGO that works internationally
- An interest in Humanitarian Relief and International Development is desirable

We are looking for someone who is an excellent communicator, with a strategic and analytical mind. You will be well organised, possess excellent attention to detail, be process oriented, but be able to show flexibility in your approach to accommodate changing company needs. You be able to focus on the day to day whilst maintaining an overview of the bigger picture and will believe in ILS' values.

Compensation Package and Benefits

- The salary for this role ranges from £45,000-50,000 (pro-rata) depending on the level of experience you bring to the role
- Flexible working pattern offered
- Enhanced starting annual leave allowance of 25 Days plus Bank Holidays plus additional leave benefits accrued in line with length of service (pro-rata for part-time roles)
- Personal development plans
- Employer pension contributions

Recruitment process

Please send your CV and cover letter to info@locationsafety.com with the title "Operations Manager" in the subject line of your email by 5pm on the 14th May. Only those who have been shortlisted will be contacted.

Please note that we can only accept applications from individuals who have the right to work in the UK.