



Job Title: Operations Manager

Salary Range: £40,000 - £45,000, depending on experience

Responsible/Reports to: Executive Director

Contract type: Permanent

Location: Hybrid (approx. 2 days per week in the office); office premises are located in central London.

Hours: Full time. 25 days' holiday (plus all public holidays and the week between Christmas and New Year when the office is closed). Flexible working available.

About International Lawyers Project (ILP)

ILP is a network of talented and passionate pro bono lawyers drawn from diverse countries and cultures across the globe. We mobilise teams of legal experts to support the policy and legal needs of marginalised communities, their governments, and their social movement organisations. Our client partners are civil society organisations, governments, community groups and investigative journalists.

Founded in the UK in 2005, we are staffed by a small core staff team of lawyers and thematic experts dedicated to using the law to achieve economic justice through strategic pro bono legal support. Over the last 18 years, we have supported partners in more than 100 countries.

We are proud to have a diverse staff and volunteer team reflective of the communities we support, from Africa, Asia, Europe and the USA, with extensive expertise in our focus areas as well as law and international development. We work primarily in the Global South, with active projects across Sub-Saharan Africa, Latin America, and Asia, as well as in Europe. As a charity, our ultimate aim is to help our clients create long-lasting change in some of the world's poorest regions.

Our vision is a just and sustainable world in which the law serves as a tool for those who need it most.

How we use the law

Law is essential to challenging injustice and creating socially and environmentally just societies. Conversely, failing or imbalanced legal systems maintain and expand privilege, sustain impunity of powerful and malign actors, and, through corruption, illicit financial flows and environmental degradation, rob the world's poorest of democratic accountability and the resources they need to lead flourishing lives. Through supporting strategic litigation, policy development, legislative reform, capacity training and measures for enforcement of the law, we help civic actors and movements to secure positive changes for communities and the environment.

Our Impact

For every £1 donated we provide £16 worth of pro bono legal support. This is expert advice which would otherwise be beyond the financial reach of our clients. By mobilising our global pro bono support networks, we're able to achieve an impressive impact with a relatively small but highly nimble team.

Role and Responsibilities

We are looking to recruit an experienced individual with a strong background in operations and office management, strategic planning, human resources, and some experience of fundraising and communications, to play a central role within our small but dynamic team. The role focuses on developing and overseeing the smooth running of our internal systems and processes, ensuring legal and regulatory compliance, developing and implementing our strategic plan, monitoring and evaluating impact, and managing risk.

This broad and varied role combines strategy, leadership, staff management and operational delivery, with some involvement in fundraising and communications. You will work closely with the Executive Director and other senior staff to review the charity's strategy and develop suitable systems to monitor and evaluate impact, track fundraising efforts, ensure effective partner engagement, and assist with the project management cycle (including providing information for board and donor reporting obligations). You will ensure that all legal, regulatory and statutory requirements of the charity are met, will be involved in preparing for Board meetings, and will coordinate the production of the Annual Report. You will lead on general office management, including IT systems, events and logistics, and be responsible for some communications and fundraising functions. Finally, you will work alongside the Executive Director to ensure effective people management, learning and development, staff retention and implement key HR functions.

Key Responsibilities:

1. Strategy Development, Implementation and Evaluation

- Work with the Executive Director, Board, staff and other key stakeholders to review and refresh the charity's vision and strategy, including development of a theory of change and a framework to monitor progress and evaluate impact;
- Work with the Executive Director and Board to develop an updated fundraising strategy in line with refreshed strategy, in order to diversify funding and develop a strategic, programmatic approach to fundraising;
- Identify, establish and implement an internal database(s) to (1) ensure smooth coordination on fundraising activities and improve management of internal fundraising data; (2) monitor progress against strategy; and (3) ensure effective project delivery and evaluation of impact.

2. Governance and Compliance

- Work alongside the Executive Director to ensure that all ILP activities are carried out to the highest standards of integrity and professionalism and in accordance with legal, regulatory and statutory requirements;
- Oversee the development and upkeep of ILP's internal governance documents, policies and procedures in line with UK legislation and charity sector standards (including meeting relevant Charities Commission and Companies House reporting requirements);
- Oversee production of ILP's Annual Report, including coordinating content additions from staff team, bookkeeper and trustees; liaising with auditor; overseeing design process with external designer; and ensuring necessary approvals from the Board;



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- Liaising with Board of Trustees and working with Executive Director to prepare for board meetings, including sending out quarterly meeting invites and papers, drafting agendas, saving and preparing board and AGM documents, and coordinating team input to board papers;
 - Work with the Executive Director and Board to anticipate and monitor risk, putting mitigation measures in place as appropriate.
- 3. Operations and office management, communications and fundraising**
- Manage IT systems and security processes, including undertaking review of current IT system and security arrangements, and implementing any required changes;
 - General office management, including purchasing equipment, overseeing office access arrangements, monitoring general office email, meeting health and safety requirements where needed (including arranging business and trustee liability insurance);
 - Assist Executive Director and bookkeeper to review finance systems (eg payroll provider, bank accounts) and research alternatives where needed;
 - Assist the staff team with travel logistics where needed;
 - Assist with the organisation of ILP annual team and other meetings and events, including sourcing and booking of meeting rooms, accommodation, catering and travel arrangements;
 - Regular updating of ILP website and digital communications (eg Linked In, Twitter), writing of some communications outputs and involvement in review of communications strategy;
 - Some involvement in fundraising, alongside programme staff (identifying & developing partnerships, co-writing proposals, preparing budgets, etc).
- 4. Human Resources**
- Work with the Executive Director to ensure effective people management, learning and development, internal communication and engagement;
 - Develop and implement all HR policies and processes (including recruitment and inductions) ensuring they create the most efficient and engaging experience for our staff;
 - Work with the Executive Director to develop recruitment and staff retention strategies, guided by best practice;
 - Seek professional advice on employment legislation or other relevant standards as required;
 - Ensuring ILP's UK visa sponsorship system is in place and up to date.

Candidate Profile

We are especially interested in candidates with the following skills and experience:

- Significant, relevant experience as an operations manager (or similar) in a small to medium-sized organisation;
- Demonstrable experience developing, re-designing and implementing systems and processes, including undertaking strategic reviews;
- Substantial experience developing and improving organisational policies in accordance with regulatory changes and industry best practice;
- Strong compliance and risk management skills with advanced knowledge of UK and international regulatory environment;
- Demonstrable HR management experience and knowledge;
- Experience or demonstrable ability in project management, including donor reporting, monitoring and evaluating impact;
- Some experience and/or knowledge of fundraising and communications;
- Very high level of fluency in spoken and written English;
- Comfortable working independently and proactively and as part of a small team;
- Strong interpersonal and team working skills;
- Experience of working in the charity sector, particularly international development (desirable).

Key details about the position

- Visa sponsorship: we are open to sponsoring a UK visa application for an extraordinary candidate.
- Travel: candidates must be willing and able to travel internationally, including fulfilling vaccination and other requirements.
- Our genuine support for diversity and disabilities is illustrated by our current team.

How to apply

Applications should be submitted to contact@internationallawyersproject.org by **Friday 19 May 2023**.

Interviews are likely to take place during the **week of 29 May 2023**.

To be considered applications must include the following:

1. An updated CV of no more than three pages, including the names of two references;
2. A cover letter of no more than two pages which concisely explains why you are interested in the role and how you meet all the requirements set out in the Candidate Profile.

ILP is an equal opportunities employer and welcomes the opportunity to discuss possible modifications to make the interview process and job accessible to all qualified candidates.