



## JOB DESCRIPTION

### The Sexual Exploitation Research and Policy Institute (The SERP Institute)

#### Operations Manager – Part-time, 2.5 days per week

**Salary: €49,280 per annum, pro rata** (€24,640 for 2.5 days per week)

The SERP Institute is Ireland's **only independent research** body dedicated to the study of commercial sexual exploitation. We are a **centre of excellence** in generating evidence and informing policy to combat the harms of all forms of commercial sexual exploitation to women and girls, to communities and to society at large. **Our approach** involves:

1. **UNDERTAKING RESEARCH:** Conducting independent research on all forms of commercial sexual exploitation that generates new evidence and creates useful knowledge for law and policy makers, frontline practitioners, survivors, supporters and activists
2. **INFORMING POLICY, LAW and PRACTICE:** Bridging the gap between research and advocacy on commercial sexual exploitation – translating research into action to shape law, policy and practice with a view to achieving positive social change
3. **SHAPING THE PUBLIC NARRATIVE:** Building our reputation as a centre of expertise on issues of commercial sexual exploitation – countering misinformation and educating and communicating our findings to a wide range of audiences to inform and shape an evidence-based public narrative on these issues.

For more about our work see [www.serp.ie](http://www.serp.ie)

### Role description

**Purpose:** The Operations Manager, reporting to the Director, ensures the smooth-running of The SERP Institute, undertaking a number of organisational tasks that support the Institute in delivering on its **vision** of a world where everyone can live their lives free from commercial sexual exploitation. The Operations Manager leads on the operational running of the organisation, including finance, governance, reporting and administration.

**Hours and location:** This is a part-time role, 2.5 days per week, one day per week in the Institute's office in Sandyford, with the option to work flexible hours and to work remotely for the other 1.5 days.

**Terms and conditions:** This is a 2.5 day per week post (17.5 hours) with a six-month probation period. The initial contract will be for 1 year with the possibility of extension, subject to funding.

## **Key responsibilities**

### **1. Governance of The SERP Institute**

- Assist the Director and the Board in the drafting, updating and implementation of all organisational policies and procedures
- Assist the Director and the Board in ensuring the Institute's compliance with all relevant legislation including safeguarding, data protection, health and safety, employment and equality obligations
- Coordinate all Institute Board meetings
- Prepare all Board papers and meeting notes
- Maintain up-to-date records for The SERP Institute with the Companies Registration Office
- Maintain up-to-date records for The SERP Institute with the Lobbying Register
- Maintain the Conflict of Interest and Risk Registers.

### **2. The SERP's Institute's finances and funding**

- Support the Director and senior staff in the preparation of funding bids/applications and progress and outcome reports to funders
- Support the Director in overseeing the management of The SERP's Institute's finances, bank account, payroll, cashflow, payment of invoices, expenses, cash budget etc.
- Monitor the receipt, management and expenditure of all grants, private donations and other funding to the Institute and report to the Board accordingly
- Liaise with The SERP Institute's Accountant and Auditors, as required.

### **3. Operations**

- Support the Director in monitoring project progress and deadlines, helping to keep the Institute's workplan on track
- Support the Director in developing the team environment and ensuring cohesiveness
- Liaise and manage relationships with all external providers (e.g. IT service provider, insurance company, transcription service, communications professionals etc.) to ensure the smooth operation of The SERP Institute's infrastructure.

### **4. Day-to-day running of The SERP Institute**

- Support the Director in planning and organising The SERP Institute's research dissemination events

- Ensure the smooth running of The SERP Institute's office
- Arrange all business-related travel for the Director and senior staff outside Dublin and overseas, as necessary
- Provide any other general support to The SERP Institute's Director and senior staff, as required and commensurate with the role.

## **5. Other**

- Act in accordance with the objectives and ethos of The SERP Institute
- Participate in regular supervision with the Director
- Participate in team meetings, service reviews/evaluations and contribute to the development of policy and practice within the organisation
- Report any areas of concern to The Director in a timely manner
- Show reasonable flexibility in relation to hours of attendance to meet the needs of the work
- Undertake other duties as may be reasonably required from time-to-time.

## **Person specification**

### **Skills and experience required**

- An experienced Operations Manager with a minimum of three years' experience in a similar role
- Experience of managing people, services or programmes
- Experience in financial management and excellent IT skills, proficient in Microsoft office systems
- Excellent planning and organisational skills with the ability to work flexibly with a range of colleagues and third parties
- Experience of managing and working collaboratively with multiple internal and external stakeholders
- Excellent written and oral communication skills
- A team player with good interpersonal skills and the ability to engage with a range of people
- Experience working with small not-for-profits, charities or start-ups (desirable)
- Knowledge of the legislative and regulatory requirements in the not-for-profit sector (desirable)
- Strong attention to detail
- A problem-solving focus
- A self-starter with the ability to take the initiative and manage own time well
- An interest in the nature of The SERP's Institute's work (desirable).

### **Values**

- Integrity
- Honesty
- Transparency
- Accountability.