Operations Manager

**Job title:** Operations Manager  
**Term:** Ideally full time however part time applications from suitable candidates will be considered. Either would be a fixed term one year contract.  
**Working hours:** 10am-6pm. Condensed/flexible working will be considered  
**Location:** Hybrid home & office working. Candidates must be accessible to London and be able to come to our office in Highbury at least two days per week.  
**Salary:** £35-40k pro rata, depending on experience.  
**Start date:** Early January, depending on notice period.  
**Closing date for applications:** 9am 13 November 2023. Interviews to be held during the following three weeks.

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**About the Role:**

Gallery Climate Coalition (GCC) is a small but busy and rapidly growing climate charity and art sector membership organisation. We are seeking a dynamic, highly organised and experienced individual to lead on organisational operations, finance and HR.

We’re looking for an all-rounder who will be able to bring structure, systematisation and ensure the smooth running of all GCC’s activities as it moves out of its start-up phase.

The successful candidate will be an efficient and enthusiastic leader with strong financial literacy and strategic planning abilities as well as having excellent organisational and people skills. Prior charity experience essential and previous experience in a similar position would be advantageous.

Note to candidates: We know that long lists of criteria can be daunting and that some candidates will not apply for a role unless they feel they are 100% qualified. If you feel you meet at least some of the criteria above, we still encourage you to apply.

**How to apply:**

We ask applicants to complete our [online application form](mailto:jobs@galleryclimatecoalition.org), as well as sending their CV as a single page pdf to [jobs@galleryclimatecoalition.org](mailto:jobs@galleryclimatecoalition.org) before 9am 13 November 2023. If you have any questions about the role, please get in touch. We look forward to hearing from you!
Responsibilities
Responsibilities of the roles include (but are not limited to):

Operations
- Operational oversight of all the charity’s activities
- Developing and implementing new operational systems to improve efficiency
- Ensuring the charity is fulfilling its legal obligations including, governance and compliance
- Advising on strategic decision making and supporting the development of GCC’s 3 – 5 year plans and overseeing their implementation
- Exploring potential for international social franchise subsidiaries of GCC
- Maintaining regular engagement with our board of trustees, including the organisation and preparation for quarterly trustee meetings
- Developing and managing the GCC Advisory Board
- Ensuring GDPR compliance
- Database management

Finance
- Finance management and bookkeeping of the charity’s income and expenditure
- Producing monthly management accounts for review by the Director
- Supporting on the financial aspects for fundraising – eg. preparing budgets for applications and monitoring
- Monitoring project and core budgets and producing quarterly reports for the board
- Developing, reporting on and maintaining oversight of annual operational budgets
- Liaising with the auditors over the production of the annual accounts

HR
- HR administration
- Recruitment and onboarding
- Contract management
- Coordinating freelancers, contractors and contributors
- Ensuring policies are regularly updated in line with legislation

The Operations Manager will also support the rest of the GCC team in the administration and operational delivery of its various activities, including (but not limited to):
- Funding and grant applications
- Project management
- Events planning
- Volunteer management and support
Personal Specification

Required Professional Experience:
- Strong knowledge of human resources legislation and systems
- Experience using accounting software
- Understanding of GDPR principles and compliance
- Understanding of the key principles of staff management
- Experience of training staff successfully in a range of duties
- Experience working within a charity along with knowledge and understanding of charity finance
- Experience of managing a team and multiple priorities
- Budget management experience

Preferred Experience:
- Demonstrable commitment to environmental sustainability and climate justice
- Understanding of volunteer coordination
- Charity governance experience
- Knowledge of the visual art or environmental sectors
- Knowledge of charity fundraising
- Experience using database / CRM systems
- Experience of website management systems
- Experience of Google Workspace management
- Multiple languages, particularly Italian / Spanish / French / German / Mandarin

About GCC:
GCC was founded in 2020 by a group of gallerists and professionals working in the visual art sector as an attempt to develop a meaningful and industry-specific response to the growing climate crisis. It now operates as a quickly growing international charity and coalition, employing 3 members of staff and serving over 1000 members made up of artists, museums, non-profits, art sector businesses and commercial galleries.

GCC’s primary goal is to facilitate a reduction of the sector’s CO\textsubscript{2}e emissions by a minimum of 50% by 2030, as well as promote zero waste. We develop and share best practice, provide leadership on sector-specific environmental issues, and work to leverage the collective power of our membership to achieve systemic changes.