Role Title: Operations and Governance Manager

Start Date: 1 April 2021

Reporting to: Deputy Chief Executive

Location: Home-based. UK or Switzerland preferred. Time zone compatibility with Europe essential.

Hours: Full time (5 days per week) preferred, or part-time (4 days per week considered).

Salary: £45,000 to £55,000 per annum pro rata for UK employee. Equivalent applied to consulting rates for non-UK candidates.

Contract: 12-month renewable contract subject to funding, with 3-month probationary period. This post will be offered as one of:
- UK employment contract (PAYE) for UK-based candidates
- Swiss employment contract for Swiss-based candidates
- Consultancy agreement for candidates anywhere else in the world. Candidate must already have permission to work in the country of their location.

Role purpose: The Centre for Sport and Human Rights is growing and requires a qualified, experienced and practical operations professional to manage important elements of the Centre’s work, ensuring smooth management of our governance and finance functions, coordinating grant management, and enabling our team to effectively deliver impactful projects around the world.

Alignment with the Centre’s mission: We are seeking to set exemplary standards for governance, transparency and accountability, and lay the groundwork for new fundraising opportunities. Ensuring good governance and sound financial management enables the Centre to dedicate expertise and resources towards achieving a world of sport that fully respects and promotes human rights.

Key relationships: This new role will be an important part of the Centre’s operations team, which includes the Deputy CEO, Operations & Events Coordinator, and Office Administrator, supported by external accountancy and human resources expertise. This is a new role created from responsibilities currently held by the CEO and Deputy CEO.

Key responsibilities: Key responsibilities include, but are not limited to the following four areas:

Governance (40%):
- Reviewing and maintaining governance policies and procedures
- Liaising with external legal advisors
- Preparing papers, agendas and resolutions for regular board meetings, sub-committee meetings, meetings of Members
- Drafting and editing minutes of board meetings and general meetings
- Liaising with company secretary and regulators
- Ensuring compliance with code of conduct and other policies and standards
- Identifying training needs and opportunities
- Maintaining registers of Directors and Members and their respective interests

Finance and grant management (50%):
- Grant management: coordinating reporting requirements (narrative and financial), working alongside project teams and accountant.
- Grant monitoring – monitoring spend of allocated grants and preparing summaries of grant expenditure to programme leads, ensuring that those involved in management of projects are regularly advised of financial status.
- Financial planning: budgetary input into funding applications.
- Supporting CEO and accountant with financial planning and budgeting.
- Supervising office administrator in reconciling monthly management accounts and expenses.
- Fundraising research: identifying opportunities and preparing briefs on prospective funders.

Administration, compliance and risk management (10%):
- Administration: supervising Office Administrator and overseeing administrative projects and developments.
- Insurance: negotiating and upkeeping insurance contracts.
- Maintaining relationship with external human resources advisor
- Maintaining risk register

Expected impact of role:
The success of the role will be measured by the individual’s ability to:
1. Understand what is required to uphold the integrity of the Centre from a governance perspective
2. To escalate any concerns to the Deputy CEO and the CEO
3. To independently make decisions and propose solutions, working alongside colleagues.
4. To identify and pursue opportunities for the Centre in a timely manner.

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<th>Person specification:</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications</td>
<td>- Relevant degree or equivalent experience</td>
<td>- Advanced degree or qualification in management, finance, or law</td>
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<td>Experience:</td>
<td>- At least 8 years progressive professional experience, including at least 3 years of management experience in governance and operations.</td>
<td>- Working in an international organization</td>
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<td>- Experience working on governance matters in, or closely with, a charity or non-profit or other regulated environment</td>
<td>- Working remotely with a global team</td>
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<td>- Experience organising board meetings, AGMs, General Assemblies, including drafting board minutes, board resolutions etc.</td>
<td>- Experience in the governance of Swiss and UK non-profits</td>
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<td>- Experience engaging directly with board members, senior executives and trustees</td>
<td>- Experience of UK Charity governance requirements and best practice</td>
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<td>- Financial planning experience</td>
<td>- Legal experience in governance and charity law</td>
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<td>- Experience in coordinating grant reporting</td>
<td>- Experience in fundraising</td>
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<td>- Experience in grant writing</td>
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<td>- Knowledge of human resources practices</td>
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<td>- Experience in procurement</td>
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Knowledge and skills:
- Strong organizational skills and attention to detail
- Strong communications skills with a range of internal and external stakeholders
- Fluency in English, (written and spoken)
- High level IT skills, including excel
- Fluency in French is highly desirable.
- Fluency in other languages is desirable.
- Knowledge of the broader human rights and sport agenda.
Required attitude

We are:
- People-focused (supportive, inclusive, helpful and curious)
- Impact-oriented (purpose driven, collaborative, and ambitious)
- Solutions-based (pragmatic, creative, and innovative)

We believe in our mission and work hard to pursue it. We are a small team, working internationally, and seek pragmatic, hands-on, and positive-minded colleagues to join us in this mission.

You will be committed to our mission of promoting human rights in sport and to contributing to a positive and collaborative working environment in which high standards of governance and operations management are maintained. You will be proactive, able to manage your own workload.

Inclusion and diversity:

We work hard to create and maintain a positive internal environment with a team that is open, supportive and encourages collaboration, including a commitment to inclusion and diversity at all levels. We will consider qualified candidates without regard to age, disability status, ethnicity, gender, national origin, pregnancy, race, religion, sex, sexual orientation, socioeconomic status or any characteristic protected by law, and value candidates with varied experiences who can bring a new perspectives and outlooks to our work.

Application process:

Please submit a CV and cover letter addressed to William Rook, Deputy CEO, to: recruitment@sporthumanrights.org

Closing date: Friday 19 February at 2200 BST (London) / 2300 CET (Geneva)

Interviews: to be conducted via Zoom on 4 and 5 March 2021. Shortlisted candidates will be invited to interview by 24 February 2021.

Applications from unsuccessful candidates will be held on file for 6 months after the end of the recruitment process.