

**Job Title:** Operations Lead

**Job Purpose:** Support the operations of the Children's Rights Alliance and the effective running of the organisation and its building.

**Main Duties:**

- Liaise with the Chief Executive to make decisions for operational activities and set strategic goals.
- Support the Chief Executive and team's vision, values and ideals.
- Oversee and ensure that organisational work planning and evaluation activities are carried out in a timely manner.
- Review workloads and staffing to ensure that targets are met.
- Support the Chief Executive and Governance and Finance Director to set budgets, ensure that costs remain under control and achieve value for money.
- Lead the Alliance's HR, staff development, appraisal and wellbeing initiatives and ensure that the Alliance remains a happy work environment.
- Oversee recruitment and implement recruitment campaigns working with key staff members.
- Support the Chief Executive and Governance and Finance Director to ensure that the Alliance remains legally compliant with its legal and compliance obligations including on child protection, data protection, health and safety, employment and equality obligations.
- Develop, implement and review new organisational policies and procedures.
- Manage relationships/agreements with external partners/vendors.
- Manage and support the effective running of the building and office to benefit staff, the Board and service users including EPIC, the building co-owners and co-facilitators.
- Management source documents for the building, including pay vendors, scheduling and preparing checks, resolving purchase order, contract, invoice or payment discrepancies and documentation.
- Supporting the Finance Team when required.
- Support all functions of the business to work together.

**Other**

- Act in accordance with the objectives and ethos of the Alliance.
- Participate in regular supervision with your line manager.
- Participate in team and staff meetings, service reviews/evaluations and contribute to the development of policy and practice within the organisation.
- Report any area of concern to your line manager in a timely manner.
- Show reasonable flexibility in relation to hours of work of attendance to meet the needs of the work. Working during unsociable hours may be required.

- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Be vigilant to any health and safety risks, data protection and child protection risks in the workplace and bring any concerns to designated officers and/or your line-manager.
- Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- Undertake other duties as may be reasonably required from time-to-time.

**Location:** The usual place of work will be the office based at 7 Red Cow Lane, Smithfield, Dublin 7 with some hybrid working.

**Reporting to:** Chief Executive

**Terms and conditions:** This is a 28 hour a week post and two-year appointment initially with a six-month probationary period. The salary for this position commensurate with experience with a 5% contribution to a pension after six months.

**Other benefits include:**

1.5% annual increase based on the successful completion of your annual appraisal; annual leave of 20 days; closure of the office on Good Friday and Christmas period (four days); the Alliance's Time in Lieu Policy applies to this position; Travel (bike-to-work schemes/tax saver commuter tickets) and an Employee Assistant Programme.

**Applications** Closing date for applications is **COB - Wednesday 7 February 2024.**

Please direct any queries to [Tanya@childrensrights.ie](mailto:Tanya@childrensrights.ie)

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