



Operations Manager

Salary: £32,000 - £35,000 per annum

Length of Contract: Permanent, full time

Start date: ASAP

Location: Remote with occasional face-to-face meetings/co-working days

Reporting to: Head of Operations

Direct reports: None

About us:

In2scienceUK's aim is to promote social mobility and diversity in science, technology, engineering and maths. We do this by leveraging the skills and passion of researchers and STEM professionals to support young people from low socio-economic backgrounds to achieve their potential and progress careers in STEM.

We are in a pivotal moment of our development. With a new CEO joining in 2021, six new Trustees on our Board and a new five-year strategy launching in 2023, we are set to grow in size and profile. The team is dedicated, passionate and enthusiastic about empowering young people

What we are looking for:

In2scienceUK are looking for a dynamic Operations Manager with strong financial & administrative skills to support our growing organisation.

The Operations Manager will play a critical role at In2scienceUK, ensuring not only that our organization continues to run efficiently, but that we continue to adapt and innovate to meet the needs of a quickly growing team.

You will be someone who thrives on being highly organised with strong attention to detail. You will also have excellent interpersonal skills to liaise with staff across the organisation as well as external stakeholders and suppliers.

You will be confident in providing a support role as well as independently identifying areas for improvement and leading on new solutions, with the ability to communicate new processes clearly and effectively to all staff.

Duties and responsibilities:

As Operations Manager you will be a key part of a growing operations team. Working directly with the Head of Operations you will ensure the continued effective administration and



operations in a fast growing charity. This is a growth area for the organisation and as the workload for this area increases the team will also increase.

Your specific duties will include:

Finance:

- Managing basic bookkeeping, e.g. monthly reconciliations, tracking receipts, expenses, invoices, billing cycles.
- Managing payment and invoice processes for funders, suppliers and programme participants.
- Set up and management of cross-departmental budget process and reporting through Xero.
- Manage the payroll process, including liaising with our external payroll providers.
- Support on the delivery of financial reports for external audit and Trustee Board review.

HR:

- Standardising and coordinating the recruitment processes in line with the organisation's commitment to diversity, equality and inclusion.
- Standardising and coordinating the onboarding process of new employees e.g. providing working from home provisions, carrying out DBS checks, Staff handbook.
- Support with tracking essential HR processes through Breathe HR systems. e.g. holiday calculations, sick leave, company documentation.
- Supporting staff development through booking personal development and essential staff training.

Operations:

- Developing and implementing new processes and ways of working to streamline the operations of the organisation.
- Managing ongoing administration for essential functioning of a remote working office, e.g. Set up of accounts, monitoring shared accounts
- Scheduling and organising the logistics of team co-working days and virtual team meetings.
- Trustee board management, including scheduling and organising board and committee meetings.
- Supporting with the administration of essential documentation and compliance e.g. charity insurance, Companies House reporting, In2scienceUK policies.
- Management of shared drives, folders and files in a way that is compliant with data protection policies.
- Budgeting and tracking of office equipment and assets necessary for the functioning of the organisation.
- Working with suppliers to negotiate the best deal on supply of equipment and services.

Person specification:

Essential Knowledge and Experience:

- Experience of working in a similar role, ideally in a remote working environment.

- Experience of financial accounting incl. reconciliation, budgeting, processing payments, invoices, expenses and payment scheduling.
- Experience with HR processes including recruitment and onboarding.
- Experience of file and record management and an awareness of best data protection practices and GDPR compliance.
- Experience in producing reports for senior leadership and Trustees, including financial reports.
- Experience of implementing new systems and processes to improve administration and operations.

Desirable Knowledge and Experience:

- Experience of working in a rapidly growing charity or start-up company
- Experience of building relationships and negotiating with suppliers, partners and other external stakeholders.
- Experience of the development and ownership of a small budget.
- Experience of scheduling and organising the logistics of internal meetings and team events.
- Experience of project management.
- Knowledge of legislation in areas such as employment, equality and diversity, data protection.
- Knowledge of the following tools: Google Workspace, Xero, Breathe HR, Monday.com.

Skills and Competencies:

- Excellent organisational, time-management skills with the ability to prioritise and adapt to changing workloads.
- High attention to detail with strong numeracy skills.
- Proactive and solution driven attitude.
- A team player with a desire to support across the organisation and the ability to work flexibly and dynamically.
- Excellent interpersonal, oral and written communication skills, with the ability to build relationships and communicate clearly and effectively to all stakeholders.
- Excellent IT skills - preferably with prior experience of using the Google Workspace suite, e.g. Admin, Drive, Docs & Sheets.
- Committed to safeguarding our young people.

Benefits:

At In2scienceUK we practice what we preach by giving all staff opportunities to progress in their careers. You will have the opportunity to develop your own bespoke training and career development plan with guidance from your line manager to get you to the next level from day one.

Although we take our career development seriously we also value work life balance. You will have the opportunity to work flexibly from home, balancing your caring responsibilities, volunteer commitments, hobbies and anything else that makes you happy.

You will have 28 days of annual leave per annum, plus bank holidays.



Application procedure: Please apply through our [Charity Jobs advert](#) including a CV and no more than a 1 page cover letter- Applications close on the 11th of August. Interviews will be held virtually.