

Social Enterprise World Forum (SEWF) is hiring!



Role: Operations Manager

Start date: January 2022 (flexible with latest possible start date 21 February 2022)

Location: Preference for applicants based in India or Sri Lanka. Remote / home-based. Must have strong internet connection. Some travel required for meetings and events.

Contract: Self-employed. 80% time (4 days per week) with initial 24-month contract, including 3-month probation period, with possibility of continuation. Some early mornings and late nights required for partner meetings due to different time zones. Some long days required during events with time off in lieu.

Salary: \$15,000-\$17,000 USD. The successful candidate must have the right to live and work where they are based and will be responsible for their tax and any other legal obligations.

Organisation description

Social Enterprise World Forum (SEWF) exists to grow the global social enterprise movement. Our priority activities include events to build capacity, capability and connectivity of social enterprises around the world; policy, including research and resource development, to influence policies supportive of social enterprise and to strengthen local ecosystems; and social procurement to support its growth globally, working with corporates, government and social enterprises.

In 2022, SEWF will be working with White Box Enterprises (Brisbane, Australia) as Co-host to deliver our programme of events throughout the year. These will include virtual-only events and hybrid events that will combine an in-person gathering in Brisbane in September with digital content and a network of Community Hubs around the world.

SEWF was founded in 2008 and is registered as a Community Interest Company in Scotland. We have a virtual office with senior team members based in Scotland and Spain. SEWF is a family friendly organisation that embraces flexible working practices. For more information, please visit <https://sewfonline.com/>

Role description

The Operations Manager is a new senior role in SEWF's small but expanding team. The ideal candidate will be an outcomes-focused individual with a proven track record of developing and implementing processes and systems to increase efficiency. As SEWF has a virtual office and a growing remote team, one of the main priorities of the Operations Manager will be to ensure we build a strong and connected team and organisational culture across continents and time zones.

Main responsibilities

- Manage and implement systems and processes including HR, project management and finances.
- Financial and legal management and administration.
- Lead on the development of the SEWF virtual office, building a strong and connected team (including some line management) despite distance and time zones.

- SEWF Secretariat responsibilities, working with SEWF Managing Director and the SEWF Board to ensure SEWF fulfils UK governance requirements.
- Create and monitor metrics to evaluate progress and inform future strategy development.
- Manage the SEWF Resource Library, with support from the SEWF Policy Adviser.

Experience and skills required

- Previous experience in a similar role, including managing people (3+ years) [essential]
- Fluent in English [essential]
- Strong communication skills (written, verbal) [essential]
- Evidence of implementing systems and processes to increase efficiency [essential]
- Financial management [essential]
- Attention to detail [essential]
- Ability to manage own workload and work independently and remotely [essential]
- Demonstrated ability to think both creatively and commercially [essential]
- Understanding of GDPR requirements [desirable]
- Interest in social enterprise [desirable]
- Events experience [desirable]

Application process

Deadline: 9am GMT Monday 3rd January 2022.

Send a brief covering email plus CV (2 pages max.) demonstrating relevance to the role to enquiries@sewfonline.com. Generic cover letters and CVs that do not relate candidate experience to the role will be discarded. Individual applicants only. No agencies.

Interviews will be held on ZOOM on Wednesday 12th and Thursday 13th January. A second round of interviews will be scheduled by agreement with candidates from the final shortlist.