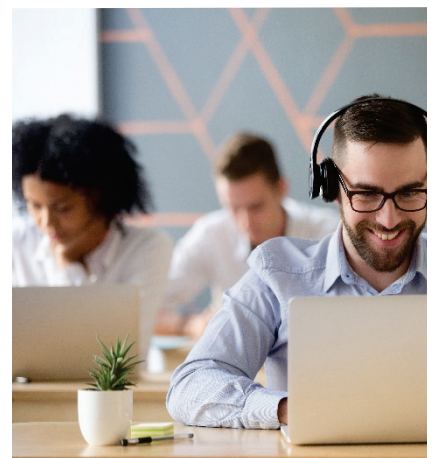


Ecosystems  
Knowledge  
Network

## Operations Manager

## Job Application Pack

February 2024



<https://ecosystemsknowledge.net>

The Ecosystems Knowledge Network is a Charitable Incorporated Organisation, registered with the Charities Commission for England and Wales (No. 1159867) and the Office of the Scottish Charity Regulator (No. SC045732).  
Registered office: Isis Innovation Centre, Howbery Park, Wallingford, OX10 8BA

## The role

EKN is growing to meet the increase in demand for its services and is therefore looking to appoint an Operations Manager. They will oversee the day-to-day activities of our small team and to achieve impact and efficiency through management of our human, intellectual and financial resources. The Operations Manager will have an enterprising 'can do' outlook on work and will have a track record of building resilience and efficiency within a traditional business, charitable organisation or social enterprise. They will listen carefully to the needs of all team members and find creative ways that enable them to excel in their roles.

- **Hours:** 22.5 hours per week.
- **Contract:** Permanent, depending on continued income success
- **Salary:** £34,000 - £42,000 per year pro rata (this is the Full Time Equivalent rate). Remuneration in this range depends on qualifications and experience. The salary comes with a generous contribution to a NEST pension.
- **Location:** Based at our office near Wallingford, Oxfordshire. Likely option to work remotely for part of the time, subject to the satisfactory completion of a probationary period, and the needs of the organisation being met.
- **Reports to:** Director

## About Ecosystems Knowledge Network

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EKN is an award-winning and trusted source of knowledge and expertise for everyone with a role in improving the environment of England, Scotland, Wales and Northern Ireland. Through our events, resources, advice and communications, we benefit the work of a wide range of people. These range from volunteers in small local environmental projects to representatives of large organisations whose primary focus is not the natural environment.

Our membership, which is free and open to all, comprises of 3,500 people across the UK. From ecology to public health, they work in a wide range of roles within and beyond the environment sector. EKN's job is to help them harness the value of the natural environment for everyone's well-being and prosperity. We are a registered charity and a social enterprise, with three staff and plans to recruit more.

EKN is independent and impartial, harnessing expertise and experience in the public, private, third and academic sectors.

Explore our [Strategy here](#).

## Responsibilities

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- Maintain effective internal communication and co-ordination within the staff team and with the Board of Trustees.

- To lead on day-to-day management of our human resources (for example, staff recruitment, onboarding, line management, training and development, appraisal), taking external advice as appropriate.
- Preparation of all financial, impact and performance reporting.
- Review and approve operational expenses and invoices in-line with company policy and practice.
- To oversee all procurement and contracts with external suppliers.
- To initiate and manage all policies, processes and procedures so as to enhance the organisation's capacity and the quality of its services.
- To ensure compliance with health and safety and data protection requirements.
- Acting as secretariat for the EKN Board of Trustees.
- To support the appraisal of our charitable impact and income generation.

## Requirements

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### *Essential attributes*

- Proactive in driving forward new ideas that will enable the organisation to fulfil its mission.
- A 'can do' attitude to work.
- Flexible and able to tackle new challenges and work collaboratively with others.
- Quick learner and capable of acquiring new skills.
- Confident when working with a diversity of people at all levels of seniority.
- Astute at problem-solving and decision-making.

### *Desirable attributes*

- A strong personal interest in our mission of harnessing the value of the natural environment for everyone's well-being and prosperity.
- Higher education qualification that requires the essential attributes and skills for this post.

### *Essential skills*

- Excellent **written and verbal communication** skills.
- First class **inter-personal skills**, including the ability to work effectively with colleagues, trustees, suppliers, sponsors and partners.
- Ability to **line manage staff** in a small but geographically dispersed team.
- Capable of **organising and prioritising work** in a small and dynamic organisation, ensuring attention to detail.

- Production of **budgets and cashflow forecasts** for enterprises and business units.
- **Negotiation of contracts** for employment, consultancy, partnership with other organisations and sponsorship.
- Efficient use of IT, including management **software programs relevant to operations management** (for example, Xero).
- Ability to secure great **value from suppliers**.

#### *Desirable skills*

- Fundraising and bid preparation.

#### *Other essential requirements*

- Capacity and willingness to travel occasionally to EKN or other events in the UK, including overnight stays.
- Evidence of the right to work in the UK.

### **Being part of the EKN team**

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- We are a small team where everyone is valued and makes a difference. By harnessing the innovation and expertise of our members, we are at the forefront of advancing the stewardship of land, water and nature in the UK. EKN interacts with some of the UK's most pioneering environmental initiatives. This makes work at EKN rewarding.
- Success at in the team requires a 'can do' mindset where each member supports each other's work. The team works in many different locations but seeks to meet in person wherever practicable and to interact daily online.

### **Application process**

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- Please contact Thompson & Terry Recruitment via [jobs@thompsonandterry.co.uk](mailto:jobs@thompsonandterry.co.uk) (Tel. 01235 797177).
- We intend to appoint our new Operations Manager as soon as possible and by March 2024 at the latest.

### **Our commitment**

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- EKN is an Equal Opportunities employer. We are a member of the Diverse Sustainability Initiative. EKN seeks to support the career development of its staff.

