

Job description



Director of Operations

Location: Three days a week in Totnes, Devon

Reports to: CEO

Contract: Full-time, permanent

Salary: £70,000 plus benefits

About Common Seas

Common Seas is a social enterprise on a mission to quickly and significantly reduce the amount of plastic waste produced and stop it polluting rivers and seas. Having established ourselves as both a global thought leader and a highly practical actor in the plastic pollution space, we are now at an extremely exciting growth stage – and need someone special to jump aboard.

Who we're looking for...

We are recruiting a **Director of Operations** to be based (for a minimum of 3 days a week) in the Totnes office (Devon), with the option of working the remaining two days a week remotely.

You will lead the Finance, HR, Technology and Operations of Common Seas. You will ensure Common Seas is run in a way that unleashes the full potential of our incredibly talented international team. Drawing on your vast experience, you will develop and establish the systems and processes that will allow us to maximise our positive impact and navigate even faster towards healthy seas.

You will have proven experience in project management (project tracking/KPIs), HR (hiring and team management) and finance (budgeting and fundraising).

You are a practical and hands-on leader who enjoys holding processes, coordinating teams and delivering day-to-day project management. You've read (and loved) the Lean Start Up and understand, therefore, why this job profile is so critical to our mission and why it's such an exciting opportunity.

Why Common Seas

We are a young and rapidly growing company: you will shape your role as Common Seas develops and grows. As well as our UK team, we have local teams in Greece, the Maldives and Indonesia. Through our partners and programmes, we are connected to an exciting and influential network of teammates, funders, private sector, public sector and international organisations.

We offer competitive compensation and benefits, a flexible work environment with travel to project sites, and support for personal development, including regular talks from leading experts and continuous training/learning experiences.

How to apply:

If you think this sounds like the perfect role for you, please:

1. Save your CV and a one-page cover letter (outlining your suitability for the job and stating your availability) as one PDF document
2. Email your PDF to recruitment@commonseas.com (with your {Full name} and {Director of Operations} as the subject line) by **Monday 31st January 2022**. **Please note: If we find a suitable candidate before then, we will close submissions sooner.**