



## Job description

### Director of Operations / COO

#### 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 our first **Director of Operations** to 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'll be happy to work remotely, but you'll live in the UK or Europe so you can work in the same timezone as our core team.

**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 both 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.

#### Job specification

##### Programme Operations and Management

- Develop and implement **programme management** tools, delivery systems, policies and procedures to ensure day-to-day operations achieve their objectives.
  - o Build and manage dynamic project management infrastructure, such as Airtable.
  - o Facilitate outcome-oriented weekly programme team meetings.
  - o Ensure CEO has oversight of programme progress, needs and issues.
- Create and facilitate organisational **KPI framework** for people and programmes.
  - o Deliver and evaluate performance metrics across the programmes.
  - o May involve commissioning external expertise.
- **Control all budgets** to ensure Common Seas can meet objectives within agreed financial parameters.
  - o Deliver monthly management reports against budget forecasts and programme deliverables.
  - o Ensure annual accounts delivered on time and deliver timely financial reporting to donors.

- Immediately articulate any budgetary issues to the CEO.
- Maintain all necessary systems and procedures to ensure we **comply with legal requirements** and meet agreed operational standards.
  - Contracting; **human resources**, third party providers, commissioning research.
  - Maintain the integrity of Common Seas IP portfolio.
  - Formalise agreements and compliance with donors.
  - Support Common Seas international teams in abiding by in-country regulation.
- Act as **main advisor on all operational functions**. Regularly review operations to ensure efficiency and recommend improvements.
  - Stay up to speed on software and working procedures for dynamic and supportive project management and working culture.
  - Identify tools, partners, or organisations that can assist Common Seas in operational efficiency or effectiveness.
- Maintain an active and **collaborative working relationship with the CEO and senior management** to ensure effective coordination of company activities, in support of our objectives.
  - Report to the CEO on all matters of importance.
  - Produce monthly progress and financial reporting on each of the core programmes.
  - Maintain an active line of communications and flag potential opportunities or issues.
- **People and culture**: direct and support employees to fulfil their potential and deliver maximum performance.
  - Ensure our teams are trained to carry out their responsibilities to the required standard.
  - Provide mentorship and set goals for performance and growth.
  - Provide operational support and training as needed.
  - Nurture and **promote company culture** and vision and maintain supporting policies.

#### How to apply:

If you think this sounds like the perfect role for you, please send a copy of your CV and a one-page cover letter to [hello@tribuspeople.co.uk](mailto:hello@tribuspeople.co.uk) by 17<sup>th</sup> May 2021.

In the letter, please outline your suitability for the job and when you'd be available to start.