



AMPLIFYCHANGE

JOB DESCRIPTION

Operations Manager – Bath, UK

AmplifyChange makes grants of various sizes and duration to support the work of civil society organisations (CSOs) located in the Global South, advocating for improved sexual and reproductive health and rights (SRHR). More information can be found on our website: www.amplifychange.org Since its inception in 2014, AmplifyChange has awarded over 1,000 grants to CSOs working in SRHR and run almost 50 funding rounds processing approximately 6,500 eligible applications.

AmplifyChange registered as its own not-for-profit company in early 2020, with a well-developed five-year [Strategy](#) outlining its approach for the future. Prior to the Fund becoming its own entity, it was managed as a contract-based mechanism by a consortium led by MannionDaniels based in Bath. To enable AmplifyChange to continue supporting CSOs through grant making, with limited impact on our efficiency, there will be a transitional period working with MannionDaniels over the next year.

Job Context

AmplifyChange has an exciting new job opportunity for an Operations Manager. We are looking to recruit an experienced manager to oversee all operational aspects of the new organisation in conjunction with the CEO and Operations Team, including the development and oversight of systems and processes.

The role is a Bath-based position and will have day to day oversight of a Grants Operations Manager, who will in turn manage a team of Grants Officers who provide operational support across a portfolio of grants. In addition, the position will work closely with the Technical and Operations Teams in AmplifyChange, and MannionDaniels staff during the transitional period.

Successful applicants will show a strong interest in the field of SRHR and sensitivities to the work of our grant holders. Fluent French would be useful, but not essential, for this role due to the number of grant holders based in francophone Africa.

Principle accountabilities

1. In conjunction with the CEO, Deputy Fund Director and wider team, facilitate and coordinate agreed annual workplans and budgets in line with donor contracts with AmplifyChange
2. Support the CEO and Deputy Fund Director in the overall management of donor contracts, including compliance and reporting
3. Provide oversight of the portfolio of approximately 65 grants (currently) through a grant implementation process from grant set up through to grant closure,



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- ensuring compliance with internal procedures, in close collaboration with the Grants Operations Manager
4. Manage the day-to-day duties of the Grants Operations Manager to ensure smooth implementation of the grant cycle
 5. Completion and implementation of a Grants Operations Manual with all team members, incorporating lessons learnt and recommendations from donor reviews, and alignment with the new AmplifyChange Strategy
 6. With the CEO, and support from the Grants Operations Manager, finalise AmplifyChange's Standard Operating Procedures and Policies during the transitional period with MannionDaniels, to ensure full compliance and ownership at the end of the transition including, but not limited to, Anti-Fraud, Bribery and Corruption, Modern Slavery, Data Protection, Conflict of Interest, Risk Management, Whistleblowing and Safeguarding
 7. Support the CEO to build company support functions (these are currently supplied by MannionDaniels through a Service Level Agreement for the transition period, and currently include Human Resources, Finance, IT, Fiduciary Risk Management, Digital systems, and Communications)
 8. Maintain procurement systems including contracting procedures of consultants and suppliers, and the timely processing of invoices
 9. Work closely with the MannionDaniels Operations Manager to oversee the implementation of the Service Level Agreement and Reverse Service Level Agreement between MannionDaniels and AmplifyChange
 10. Chair regular team and project performance review meetings
 11. Oversee the logistics of international travel and events both in the UK and overseas, ensuring duty of care is fulfilled for all staff and consultants
 12. Support the CEO with Board of Director and Members meeting as required

Person Specification

Essential

- Educated to degree level or equivalent in a related subject
- Minimum of 6-8 years' experience of operational or project/contract management
- Demonstrable knowledge of the commercial and operational aspects of managing an organisation, including procurement and supplier management
- Experience of creating, implementing and analysing Standard Operating Procedures
- A good understanding of the project/grant management cycle including set up, contracting, implementation, monitoring and evaluation
- Proven ability to manage a team successfully
- Experience of using online systems and processes including database management
- Excellent client management and communication skills
- Good commercial acumen and attention to detail
- Good familiarity with Microsoft Office and online management systems



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- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines.
- Ability to use own initiative, with a proactive and problem solving attitude

Desirable

- Higher education qualification in a management and/or the field of public health/SRHR/International Development
- Knowledge of donor agency procedures
- Experience of working on grant making funds
- Fluency in French or other appropriate language skills including Spanish and/or Arabic

Reporting and organisation

This will be a Bath-based position initially reporting to the Interim CEO, until a new CEO is recruited. Occasional international and national travel will be required. This is a full-time position.

Salary and package

Basic salary range:	£37,000 - £47,000
Holiday:	25 days per annum
Pension:	8% employer contribution
Life insurance:	Company life insurance scheme
Benefits:	Access to flexible benefits such as discounts and free perks through Perkbox membership, salary sacrifice schemes including workplace nursery, cycle to work and gym membership

All applicants will be asked to provide proof of identity, right to work documentation and professional references as part of the recruitment process.

AmplifyChange is an equal opportunities employer. We are committed to inclusion and encourage diversity in our staff. AmplifyChange is also committed to safeguarding and promoting the welfare of all children and adults. All our employees are expected to share these commitments and abide by our policies at all times.