



Operations Manager (Sydney, Australia)

About us

Actions Speak Louder (ASL) is a not-for-profit, global campaigning organisation and community that aims to relentlessly target corporations and hold them accountable for their climate change commitments. ASL builds public pressure on these corporations through global campaigning, educating and mobilising the public to speak up and take action to halt the climate crisis.

Through comprehensive research, and collaboration with other NGOs, experts, activists and local communities, Action Speaks Louder runs campaigns using various digital platforms to engage, empower and mobilise people across the globe to effectively apply pressure and call for corporations to take action — not make empty promises.

We've got a great international team and big plans.

About you

You are a highly-organised person, with an eye for detail, coupled with an ability to see the big picture.

You're looking for a meaningful role with a lot of diversity. You love solving problems, supporting others, and getting things done efficiently and with a minimum of fuss.

About the role

ASL is already running before it can walk. We need a formidable organiser to bring order in the start-up phase, and join us on the path as we grow.

This role provides general administrative support across Finance, HR, IT, and Legal functions. It requires a high level of self-direction and initiative in managing organisational processes and core administrative functions, and leading special projects as needed.

You will keep the organisation running smoothly, providing operational support to the team and the Board, liaising with our partners and suppliers and solving all manner of different problems. This is a role where it's really possible to leave a mark.

The position will be closely linked to an international team of peers and partners in key countries. Further information will be provided to candidates selected for the interview.

Duties and responsibilities

- Manage the day-to-day operational functions of the organisation, including Finance, HR, Administration, IT and Legal
- Oversee all compliance to ensure the implementation of obligations under the Australian Charities and Not-for-Profit Commission
- Support the Director with budgeting, grants proposals and financial management
- Support the Director with HR-related matters including recruitment, onboarding, and contracting as needed
- Liaise with consultants and suppliers, including drafting and reviewing contracts and performing due diligence checks



Action Speaks Louder, Level 1, 16A Bolton Street, NSW, 2300, Australia



contact@speakslouder.org



www.speakslouder.org

- Coordinate and contribute to monitoring and evaluation, including funder and internal reporting
- Be the primary contact person for the teams and stakeholders for all questions pertaining to Operations

Key competencies

- Bachelor's degree in program management, business or public administration, finance/accounting or other related fields
- Proven experience working in an operations management position, preferably in an international setting
- Experience working in the non-profit sector is desirable but not essential
- Strong budget and financial management skills
- Proven ability to work in a fast-paced environment to tight deadlines
- Ability to work collaboratively as part of a network across multiple locations
- Fluency in English
- The disposition to work generously with colleagues in a high-trust global community of peers.
- The drive to be self-directed and work nimbly in the face of a lot of phone/video conferencing, time zone issues, Slack, email, etc.
- A genuine commitment to an inclusive and empowering approach to facing climate change.

What we can offer you

- The unique opportunity to work as part of a highly dynamic, international group of individuals who combine their passion to make a difference with ambition and a rigorous and results-oriented approach to work
- A flexible work environment and the space to shape and continuously develop your role
- Part-Time Position (3 days per week)
- Fixed term one-year consultancy contract (with a view to extend, subject to funding)
- A competitive salary (relevant to location)

Location

Sydney, Australia

We will not provide support for relocation. You must have the right to work in Australia.

Start date

As soon as possible

How to apply

Please send your CV and a short cover letter in English addressing the job criteria to the following email address: wasana@speakslouder.org. Kindly indicate "ASL Operations Manager Application" in the subject line.

The deadline of the application is **21st November 2021**

We are committed to diversity and inclusion in our organisation. We strongly encourage candidates from historically disadvantaged or marginalised groups to apply.

Please note only shortlisted candidates will be contacted. All applications will be treated confidentially.



Action Speaks Louder, Level 1, 16A Bolton Street, NSW, 2300, Australia



contact@speakslouder.org



www.speakslouder.org