



iguacu Director of Operations

Salary : £45,000 pa pro rata, 4 day week, flexible hours, pension

Job Type : Two year contract (renewable)

Category : Senior Management , Operations

The Director of Operations will run the day to day operations of iguacu, and post launch of the new platform in the spring of 2017, will be at the epicentre of what is expected to be a fast-growing organisation. We are currently a team of 8 and expect to grow to 15-20 within the next 2 years. We are a lean entity and always seek to deliver our service in the most cost-effective means possible. Our lean approach is one of our governing principles.

The CEO's role is increasingly external, raising iguacu's profile, public-facing and developing key relationships to support the future of iguacu, namely financial security, governance, mission and corporate partners, and pro bono services. We seek a Director of Operations to run a highly driven, inspired and smooth-running HQ as we grow to the next stage of our evolution.

Key responsibilities

Join the CEO and Trustees in placing your hand on the rudder of iguacu, specifically, always being mindful of our mission and vision, our governing principles and protecting iguacu's reputation and brand. This central focus is a strategic imperative, no matter what happens day to day in a fast-moving environment.

Run the day to day operations of iguacu

This role will require exceptional people skills and senior experience in managing high performance teams with a high level of job satisfaction. We care at iguacu that everyone who connects with us enjoys the experience and that includes our in-house team. Together you are driving forward the iguacu mission and you'll want to keep the place humming, highly efficient and a place talented people love to work. You'll need to exude positive confidence, belief in the mission, and to be a person of integrity, high energy and drive. You'll also be a brilliant problem-solver and organiser, with great attention to detail, and possess a track record in successful recruitment and staff development, financial management, operations management, risk management, IT management, customer service, logistics, liaising with external partners and liaising with legal. Given the multi-faceted role and the speed at which iguacu can change, and our imperative for rigour, you'll need to find multi-tasking effortless.

Help to consolidate the foundations of a great service to the world

We are a young non-profit, started in 2014, and we are still evolving our systems, processes, procedures, best practices and policies. We take a minimalist approach to avoid bureaucracy, mindful of the latest most useful innovations, always looking first at global best practice. As we grow, and register as a charity and 501c3, we must ensure we remain responsive, agile, lean and innovative. It is part of our DNA, culture and effectiveness. We cannot hold a lens to the effectiveness of others without first ensuring we ourselves are and remain as effective and efficient as possible. Developing and refining the right structure for such an entity that may suddenly grow rapidly is a wonderful and inspiring challenge for the right person. You will be helping to build the foundations of a powerful force for good in the world.

How to apply

If this sounds like you, and sounds inspiring to you, get in touch with the CEO directly, emailing **katherine@weareiguacu.com** with DIRECTOR OF OPERATIONS in the subject line and attaching a CV and cover letter explaining your suitability, why you're drawn to this role and why iguacu. A right to work in the UK is essential.

Applications will be assessed as they arrive. The role is contract based, initially two years, and renewable, and we are establishing a contributory pension in the first quarter of 2017. Please no contact from agencies or media sales.