



WORK WITH US

# Operations Manager

📍 London | Paid position | Full-time

Right To Life UK is a charitable organisation focused on life issues in the UK. We work to advance the recognition and preservation of human dignity, particularly through consistent protection for the right to life of every human being from conception to natural death.

We are looking for a capable, self-motivated, and experienced Operations Manager to work closely with the Director of Finance and Operations in implementing the organisation's operational strategy. This is an exciting opportunity to play a key role in managing and improving our supporter engagement, events, and internal processes.

The ideal candidate will be highly organised, proactive, and have strong interpersonal skills. You should be able to hit the ground running and contribute to strengthening our operations.

## Key responsibilities:

As *Operations Manager*, you will be responsible for:

- Assisting the Director of Finance and Operations with stakeholder engagement, compliance and operations for the organisation.
- Stakeholder engagement:
  - Assisting with streamlining supporter engagement in order to optimise the organisation's strategy.
  - Assisting with planning and executing events.
  - Assisting with the organisation's ongoing development strategy by identifying, developing and maintaining external relations with stakeholders.
- Compliance:
  - Ensuring compliance with relevant legal and regulatory requirements.
- Operations
  - Maintaining and optimising the Salesforce CRM and other digital tools.
  - Assisting with the management of the facilities and all administration activities with help on day-to-day execution from the Operations Officer.
- Any other related tasks within the organisation as may be necessary.

### Contact

+44 (0)203 488 7978  
careers@righttolife.org.uk

### Registered charity

Registered Charity No:  
1099319

[righttolife.org.uk](https://www.righttolife.org.uk)

## **Key skills and abilities**

### *Knowledge and experience:*

- Bachelor's degree preferred.
- Have strong experience of overseeing the operations of a growing organisation and delivering strong output-driven results.
- Good knowledge of life issues and connected areas.
- A strong understanding of and commitment to the mission of Right To Life UK.
- Proficient in using Excel and Google Suite.
- Preferably experienced in database administration / maintaining Customer Relationship Management Systems (Salesforce).

### *A successful candidate will:*

- Have advanced written skills with the ability to write a range of communications relating to the operations of the organisation including proposals, briefings etc.
- Be very comfortable working in a 'digital first' environment.
- Exhibit a rigorous approach that lends itself to methodical and accurate work produced in a timely manner to meet deadlines.
- Have strong personal and time-management skills.
- Have the ability to plan, organise, prioritise and coordinate your workload.
- Be able to relate to people from all cultures, ethnicities and value systems.
- Be able to hold information in confidence and build trust with those around you.
- Be able to problem solve on a regular basis with the ability to be resourceful and proactive in dealing with issues that may arise.
- Be positive and enthusiastic.
- Be able to think strategically and innovatively.
- Be able to build and maintain external relationships.

### *Personal attributes:*

- Have an interest in working for a life-issues-related organisation and a strong desire to play a part in influencing law and culture on these issues.
- Preferably able to demonstrate a firm commitment to life-issues-related causes through volunteer involvement with relevant projects in the past.
- Inspired by the work of Right To Life UK and in full agreement with the organisation's mission and campaigning positions.
- When deadlines demand, flexibility and willingness to work overtime.
- When necessary, capable of working under some pressure.
- Committed to both team and unsupervised working.
- When necessary, willingness to help with tasks outside regular duties.
- An ability to bring an entrepreneurial zeal to your role and to get excited about the outcomes that you can achieve through your involvement with the organisation.
- High standards of personal discipline, reliability, honesty and integrity.

## **Reporting**

- You will report to the Director of Finance and Operations.

## **Work location**

- London.

## **Remuneration**

- Salary: competitive based upon skills and experience.

## **Length of contract**

- Full-time permanent position.

**To apply for this position please send a covering letter and your CV to [careers@righttolife.org.uk](mailto:careers@righttolife.org.uk)**