Real Time Executives have been engaged to carry out an executive search campaign on behalf of WeProtect Global Alliance who work tirelessly towards the prevention of global online exploitation.

The WePROTECT Global Alliance is an international movement dedicated to national and global action to end the sexual exploitation of children online. For the first time they have assembled the influence, resources and expertise to transform how this crime is dealt with worldwide. This is enabling them to deliver the vision of more victims safeguarded, more perpetrators apprehended and an end to online child sexual exploitation.

The Office Manager is a vital and important role within the organisation as they will be managing the operational functions of the Secretariat. Planning, implementing and monitoring of highly efficient Financial Management, Human Resources and Administrative donor reporting and IT services.

Salary - £32,000 to £40,000 plus benefits
Location - Central London

The multifaceted Office Manager responsibilities include:

Operational functions

- Overseeing the development of the Alliance's operations.
- Ensuring WPGA's fulfilment of legal requirements as an independent entity.
- Supervision of consultants and contractors who are providing operational services.

Financial Management

- Managing financial information reporting processes including forecasts and year-end accounts.
- Directing and monitoring the deployment and control of finances.
- Supervision of donor budget monitoring, reporting and compliance.

Human Resources

- Managing the overall human resource function of the Secretariat.
- Creating and implementing human resources policies and procedures and manage compliance.
- Overseeing staff recruitment, contracting, onboarding/inductions, payroll, training and performance management.
- Managing compliance with health, safety and child safeguarding standards and policies.

Procurement

- Managing timely and cost-effective procurement of supplies and services.
A strong track record in managing operational functions:
- Financial management
- Human Resource management
- Procurement / Supply Chain

A highly organised approach.

University degree in business administration, accounting, economics, financial management or other related social science field.

Ideally a background in managing logistics for national and international large events.

Events and Travel
- Supporting staff in obtaining relevant visas and other required documentation for international travel.
- Managing travel bookings including accommodation and transport.
- Managing logistics of meetings and conferences.
- Overseeing the planning and organisation of the logistics of major events such as international summits.

IT
- Ensuring IT support is available to the Secretariat.
- Overseeing development of ICT standards, guidelines and procedures for the Secretariat and monitor standards.

The role requires a highly adaptable Office Manager who has high integrity and respect for diversity and sensitivity towards gender, cultural, ethnic and religious difference.

The Office Manager will ideally have:

- Knowledge of ICT systems, software and developments.
- A background in the public sector or non-profits or knowledge of human rights would be highly beneficial.
- Ability to manage and oversee multiple functions.
- An analytical mind with the ability to deliver when under pressure.

Should this role be of interest to you please apply today. We will be assessing each application as it comes through and if relevant, we will arrange a time to discuss the opportunity in more detail.

Please apply by emailing your CV and cover letter to kayleigh.hudson@realtimeexecutives.co.uk.

Alternatively if you feel this position may match someone you know, we offer a generous referral fee or charitable contribution on your behalf, therefore please pass these details on.

We look forward to hearing from you.