

**JOB DESCRIPTION**

**JOB TITLE: Director of Operations**

**OVERALL AIM:** TREE AID works in the drylands of Africa, enabling people to unlock the potential of trees to reduce poverty and protect the environment.

 The Director of Operations will lead on the development, implementation and monitoring of TREE AID’s Africa programmes as well as contributing to the overall management of the organisation as a member of the Senior Management Team.

**REPORTS TO:** CEO

**Areas of Responsibility:**

**Programme Direction:**

* To lead the planning, management and implementation of TREE AID’s programmes, in accordance with TREE AID’s strategy and mission.
* To ensure highly competitive and successful funding applications are submitted to a range of donors to support TREE AID’s programmes.
* To oversee relationships with institutional donors, including ensuring that the required reports and evaluations are provided to a high standard and on time.
* To ensure rigorous and appropriate monitoring and evaluation mechanisms are in place to evidence the success of TREE AID’s programmes and provide learning opportunities.
* Support in the development of evidence based lesson learning documentation for broader external communication and influencing
* Ensure the development and delivery of an effective advocacy and influencing strategy
* To ensure prompt expenditure claims to donors and regular, timely financial transfers to partners in collaboration with programme staff and the Finance and Resources Department.

**Team Leadership:**

* To performance manage the Director of West Africa Operations, supervise and manage prioritisation and delivery of their work.
* To performance manage the staff of the UK Operations team, supervise them and manage prioritisation and delivery of their work.
* To regularly appraise Operations staff, ensuring the development of work plans and objectives as well as professional development.
* To promote positive employee relations and a culture of high performance to ensure staff feel motivated and supported to perform to their potential.
* To make good use of volunteers in the Operations team in accordance with TREE AID’s volunteer policy.
* To develop an annual strategic work plan for the Operations Department.

**Organisational Management**

* To contribute to the development and delivery of TREE AID’s strategic plan, in conjunction with other members of the senior management team.
* To contribute to the effective and smooth running of the organisation through the senior management team.
* To contribute to change leadership, supporting systems development and demonstrating commitment to organisational culture.
* To lead in developing the annual budget for the Operations Department, together with the Director of Finance and Resources, and monitor departmental spending of this budget.
* To report on a monthly basis on the implementation of the Operations Department work plan and key performance indicators to the Chief Executive Officer, and on a quarterly basis to TREE AID’s Board of Trustees.
* To work in conjunction with the Fundraising and Communications Director to devise strategies for diversifying income, and for increasing multi-year funding, focusing in particular on increasing funds from trusts, foundations and corporate donors.

**External Representation**

* Regularly represent the organisation to external policy makers, donors, NGOs and research groups to build effective partnerships in pursuit of the organisational strategy

**Person Specification** (E = essential, D = desirable)

**Personal Qualities**

* Ability to demonstrate initiative, be proactive & offer a solution-oriented approach. (E)
* Determined and committed to high quality standards. (E)
* Ability to establish effective working relationships at all levels internally and externally. (E)
* Excellent communication and interpersonal skills. (E)
* Ability to prioritise work, meet deadlines and work calmly under pressure. (E)
* Self-motivated, flexible and enthusiastic approach to work. (E)
* A passion for, and commitment to, international development and to issues affecting rural smallholder farmers in dryland Africa. (E)
* Commitment to working in a values-led organisation. (E)

# Experience

* Minimum of 5 years’ experience in senior management and of consistent achievement, ideally in an international setting. (E)
* Success in developing winning funding proposals. (E)
* Experience of change leadership and organisational transformation. (E)
* Experience of successfully leading a team who have a complex range of work and who work remotely. (E)
* Proven ability to coach and develop staff and promote a performance culture. (E)
* Proven ability to develop internal processes that promote efficient and effective working. (E)
* Evidence of the ability to consistently make good decisions through a combination of analysis, experience and problem-solving skills. (E)
* Experience in setting and monitoring departmental and project budgets. (E)
* Experience of interpreting financial and project information and managing resources to meet operational objectives. (E)
* Proven ability to build effective working relationships and strategic partnerships both inside and outside the organisation. (E)
* Evidence of successful implementation of strategies, programmes or initiatives working at distance and working through people rather than positional power. (E)
* Experience of delivering advocacy campaigns and strategies at national and international levels resulting in policy change (D)
* Proven experience in delivering strong external communications through public presentation and written materials (D)

# Qualifications

# Postgraduate degree in international development, in agricultural economics, agroforestry or business administration.

# Skills/Knowledge

# Ability to ensure financial and project management within all operational teams is operating efficiently. (E)

# Clear decision-making skills. The ability to prioritise and communicate key organisational objectives and tactics to staff. (E)

# Leadership skills. Proven ability to motivate and support staff so that they are in a position to succeed in a rapidly changing environment. (E)

# Ability to think strategically, to anticipate future consequences and trends, and incorporate those into organisational planning. (E)

# Ability to build strategic relationships that deliver impact for an organisation. (E)

# Ability to build and deliver business opportunities. (E)

# Track record in the development and implementation of monitoring and evaluation systems. (E)

# Excellent IT skills, including word processing, databases, spreadsheets and email programmes and their application to financial, project management and administrative systems. (E)

# Fluency in English and French (E)

# Excellent written and verbal communication skills. (E)

**Other**

# The right to work and live in Burkina Faso (E)