

BEACON CHANGEMAKERS - OPERATIONS MANAGER

[Beacon Changers](#) is a leadership development and scholarship programme started in 2009 that nurtures and supports 'Changers'. Currently operating in top secondary schools in East and Southern Africa and in UK universities, we find young people with leadership potential who have financial need; provide them with access to the highest quality education; offer leadership training and 'high-touch' mentoring; and create a vertical pathway for transition into leadership positions.

Beacon Operations Manager is a remote role suited to an individual based in Southeast England. The role combines the challenge of working in a small, focused team delivering a unique international scholarship programme, with the satisfaction of seeing the positive social impact that comes from nurturing leadership potential in very bright young people. As the Operations Manager, you're at the centre of the action, co-ordinating workflows and communicating a programme that supports young people to realise their potential. You will report to a Trustee, work alongside an Operations Executive and international colleagues, and be responsible for a small team.

Your Responsibilities

- (a) Managing day-to-day operations, including Scholar recruitment; virtual events; Scholar evaluation; web comms and updates; Beacon document templates and Google Drive filing system.
- (b) Communicating details of programme courses and events to Scholars and the Beacon Community at large.
- (c) Responding to enquiries and actively marketing the Scholarship.
- (d) Moderating input from Target Sheet Mentors (TSMs), and overseeing Scholar performance, including system data entry.
- (e) Managing Beacon policies and overseeing high quality implementation of tasks in our fast-moving environment.

Further Requirements – 'What we need'

- *Experience* – several years operational experience in a start-up, social enterprise, or large organisation.
- *Graduate* – undergraduate degree, minimum 2:1; preference for a post-graduate.
- *Flexible working* – this is not a 9-5 job and is across different time zones; we do not have an office or direct supervision structure and expect work to be done in a timely way based on a schedule of deliverables; you'll need to be comfortable working from home and sometimes during non-office hours, including some Saturdays as required for Zoom operations at virtual leadership workshops; we estimate a working week of about 35 hours a week in total. We operate anchor hours of 9.30-3.00 Mon – Fri.
- *Location/Equipment* – live and operate within a 30-mile radius of Beacon HQ (address in footer), and be willing to travel. The successful candidate will provide their own suitable technology setup for remote working and be confident managing and troubleshooting their equipment independently.

Person Specification – 'Who you are'

- *Growth-driven* – we are expanding into different countries in Africa, and growing our pool of university partners. We hope to offer more scholarships to young Africans and be able to accommodate growing volumes in our processes.
- *Organised, efficient forward planner* – managing various time-sensitive workstreams which require planning and oversight. We operate to strict deadlines, and it is important work is carried out efficiently, with clarity and on time.
- *Detail-orientated* – our processes are unique and complex, requiring meticulous care over reporting and written documentation, with appropriate and timely follow-up.
- *Confident with a range of tech including AI* – able to use technology to streamline and automate work processes.
- *Quick learner* – ours is a fast-moving, entrepreneurial environment and team members need to pick up new concepts, skills and processes with speed and efficiency.
- *Entrepreneurial problem-solver* – a 'get things done' attitude; resourceful, with a willingness to juggle workloads, try new things and continually re-examine processes.
- *Team before individual* – friendly, empathetic, keen to work with people and team members from different cultures.
- *Excellent communicator, both orally and in writing* – confident with the technicalities of email, video-calls and writing blog posts; and comfortable communicating with stakeholders across the organisation, from Scholars, teachers and university staff to country reps and trustees.

Terms

6 month period as an Independent Consultant; thereafter, subject to review, full-time employee. £35-£45k depending on experience. **Application supporting statements should show examples of how you meet the person specification above.**

To apply please email supporting statement/cover letter and CV to vacancies@beaconscholarship.com.

Registered office: Sandells House, Cliftons Lane, Reigate, Surrey, RH2 9RA, UK

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www.beaconchangers.com