



**Bertha**  
Earth

Candidate Information Pack

# Operations Director

Follow Us





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Individually we are  
one drop,  
together we are  
an ocean.

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RYUNOSUKE SATORO

## About Us

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Bertha Earth is an exciting new youth-centred environmental organisation committed to co-creating a world where every child inherits a healthy, thriving planet.

Through our programmes, people and storytelling platform our mission is to grow a diverse network of young environmental leaders, storytellers and changemakers who reignite a great love for our planet.

## Our Goal

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By 2030, we aspire to have funded, trained and supported at least 10,000 Bertha Earth Ambassadors, to be working with schools across the country and to be training even more teachers every summer on our teacher training retreat so they can independently deliver the programme in their schools.

Our ambition is also to have opened our own bespoke residential nature retreat space for young people, enabling us to deliver weekly immersive environmental leadership retreats to our committed and most engaged Ambassadors.





## Our 'BE' values

As a team at Bertha Earth, we share a passion for creating a sustainable future for our planet.

We've identified our core values, which guide the way we work, behave, and reflect as a team.

We invite you to join us and contribute to these values, living them as we work together to make a positive impact on the environment and empower young people to become environmental leaders.

### BE your AUTHENTIC Self

We take time to know ourselves and reflect; We bring our best selves; We are honest with ourselves and others

### BE KIND

We seek to understand; We support ourselves and others; We create a supportive environment

### BE ACCOUNTABLE

We show up, present and engaged; We walk our talk and do what we say we will do; We own our role and responsibilities

### BE BOLD and Push Boundaries

We are open and curious; We are courageous; We fail forwards - and are okay with making mistakes

### BE INCLUSIVE

We constantly strive to build an inclusive environment; We seek and welcome diversity; I matter, you matter





# The 3 Core Pillars of Bertha Earth:

## BE Stories

An online storytelling space driven by our young people, partners and team to inspire, amplify and educate our community and beyond, in a way that moves people to take action and respond to what is happening environmentally.

## BE Ambassadors

A diverse network of young environmental leaders, storytellers and change makers who are committed to protecting, nurturing and celebrating our planet.

## BE Schools

A network of engaged and passionate teachers, championing, growing and eventually delivering the BE ambassadors programme in their school and community.





## Our commitments

As an organisation, we are consistently working to achieve equality of opportunity in all employment policies and practices, eliminate all forms of discrimination and are committed to upholding excellent employment practices.

We strive to ensure all members of the Bertha Earth team feel respected, valued, and able to achieve their potential regardless of age, disability, race, gender reassignment, pregnancy and maternity, religion or belief/ non-belief, sex, sexual orientation, marriage and civil partnership, or membership/non-membership of a trade union.

We are also committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expect all staff and postholders to share this commitment.

Everyone in our team has different skills, ideas and experiences. Bringing together diverse voices and experiences not only benefits our team but, we believe, also allows us to create an inclusive environment that's great to work in.

We welcome applications from everyone who meets the role criteria, and strongly encourage individuals to apply who have a disability, impairment or health condition or identify as a member of a minority ethnic group within the UK.





# The Role

## Background

Bertha Earth is looking for a passionate, experienced and strategic operational leader to join our growing London team. A broad remit for a small team, this role includes overseeing: the operational elements of the organisation, our approach to risk, health and safety and data management, and our physical spaces. You will be a senior leader in the organisation, helping us set up and be prepared for our next growth stage. We are a young organisation, and this is an exciting opportunity to test new things, iterate on existing ideas and help take our programmes and spaces to the next level.

## Details of the role

Remuneration is between £60,000 and £67,000 pro rata based on experience. A 5% London weighting is included within this bracket, as the role must be based in London. This role is preferably full-time yet negotiable for 4 days/week for the right candidate.

Additional employee benefits include a 10% pension contribution, death in service provisions and the opportunity to opt into dental and healthcare benefits upon successful completion of a 6-month probationary period. During this introductory period, the role will be line-managed by the Programme Director.

## Important dates

Please note that you must be available for all the following dates for your application to be considered.

1. Application Deadline: 23:59 Friday, 23rd February - This is the deadline for receiving your answers to the questions and CV
2. 1st Round Interviews (Google Hangout 45-minute call): Monday 4th - Thursday 7th March
3. Assessment Day & Interview (09:00-17:00): Wednesday 14th March
4. Start date: Negotiable depending on notice periods and prior commitments



# Role Responsibilities

## Culture & ethos

- Model and grow the ethos and culture of the organisation, contributing effectively at a senior level to assist in shaping and developing the organisation for the future
- Contribute to the strategic direction of the organisation

## Operations

- Create and manage budgets, risk reporting and mitigation for the organisation, including annual business planning
- Line management and lead the team managing the day-to-day operational requirements of the organisation and its programmes
- Oversee contract management of our freelance facilitators and line management of Community Engagement Lead
- Grow and improve systems and processes across the organisation to ensure a safe container for both staff and young people

## Data

- Lead on all elements of the collection and storage of organisational data, including that of young people and staff, ensuring understanding and compliance across the team
- Review, implement and lead on data auditing processes, policies & procedures; acting as data lead for the organisation
- Manage specialist support, including our data security partner and external resources where required
- Manage our data management platform; it is likely this role will line manage a dedicated role in-house for data and systems

## Health and Safety, Risk

- Lead on the organisation's approach to insurance, health & safety and compliance, working closely with our HR function. Especially establishing the structures for a wide and varied facilitation team to use to ensure a culture of safety throughout programme delivery
- Organisational lead for policies, processes and procedures. Working with subject knowledge experts to ensure these are fit for use, updated regularly and used in day-to-day operations



## IT

- Manage our relationship with Bertha IT support and resources
- Managing the organisation's IT strategy, planning and people requirements
- Support our marketing team from an operational perspective

## Physical Spaces

- Collaborate with our sister organisation, Bertha Foundation, around all physical spaces we use for office work and programme delivery
- Lead on contractual agreements and risk assessments for physical space hire and use
- Lead on operational and planning requirements for our future retreat space for young people, including participating in the working group for this project

## Safeguarding

- Assume the role of Designated Safeguarding Officer for the organisation (Depending on prior experience, this may not be immediate, and training can be offered to support the successful candidate)
- Lead organisational responsibility for planning and ensuring safe programmes



# Person Specification

## Essential Qualifications

- At least 5 years of experience in dedicated operational roles
- Evidence of ongoing Professional Development
- A track record of successfully delivering programmes for young people
- Good knowledge of contemporary inclusive and representative practices, with the ability to influence others to do the same

## Essential Knowledge and Experience

- Able to confidently interact with senior stakeholders both internally and externally
- Can meet competing deadlines; manage simultaneous projects and priorities
- Excellent written and verbal communication skills
- Budget management experience
- Solid data and metric analysis abilities

## Desirable Knowledge and Experience

- Direct delivery of programmes to young people
- Able to use and improve data management software
- Able to design and deliver enjoyable and impactful training for others
- Having been involved in the creation, redesign or running of a residential space for young people

## Skills & Personal Attributes

- Strong and positive manager who gets the best out of people
- Positively celebrate diversity in all its forms
- Positive and energetic approach towards work
- Effective self-motivator, able to work independently and productively on tasks
- Work both independently and as an integral member of the Bertha Earth team
- Dedicated attention to detail, including high standards of presentation
- Interest in the environment and working with young people

**A deep knowledge of and passion for the environment or working with young people is a distinct bonus**



# How To Apply

You can find further details of the recruitment process [via this link](#). Please note that all the questions must be completed to be considered for this role.

So we can support you in bringing your best self during the application or interview process, please contact us at [recruitment@berthaeearth.com](mailto:recruitment@berthaeearth.com) if you would like advice or to discuss reasonable adjustments.

All candidates will be notified by Friday, 1st March if their initial application has been successful or not. Unfortunately, we cannot provide individual feedback at the first stage due to staff resource limits.

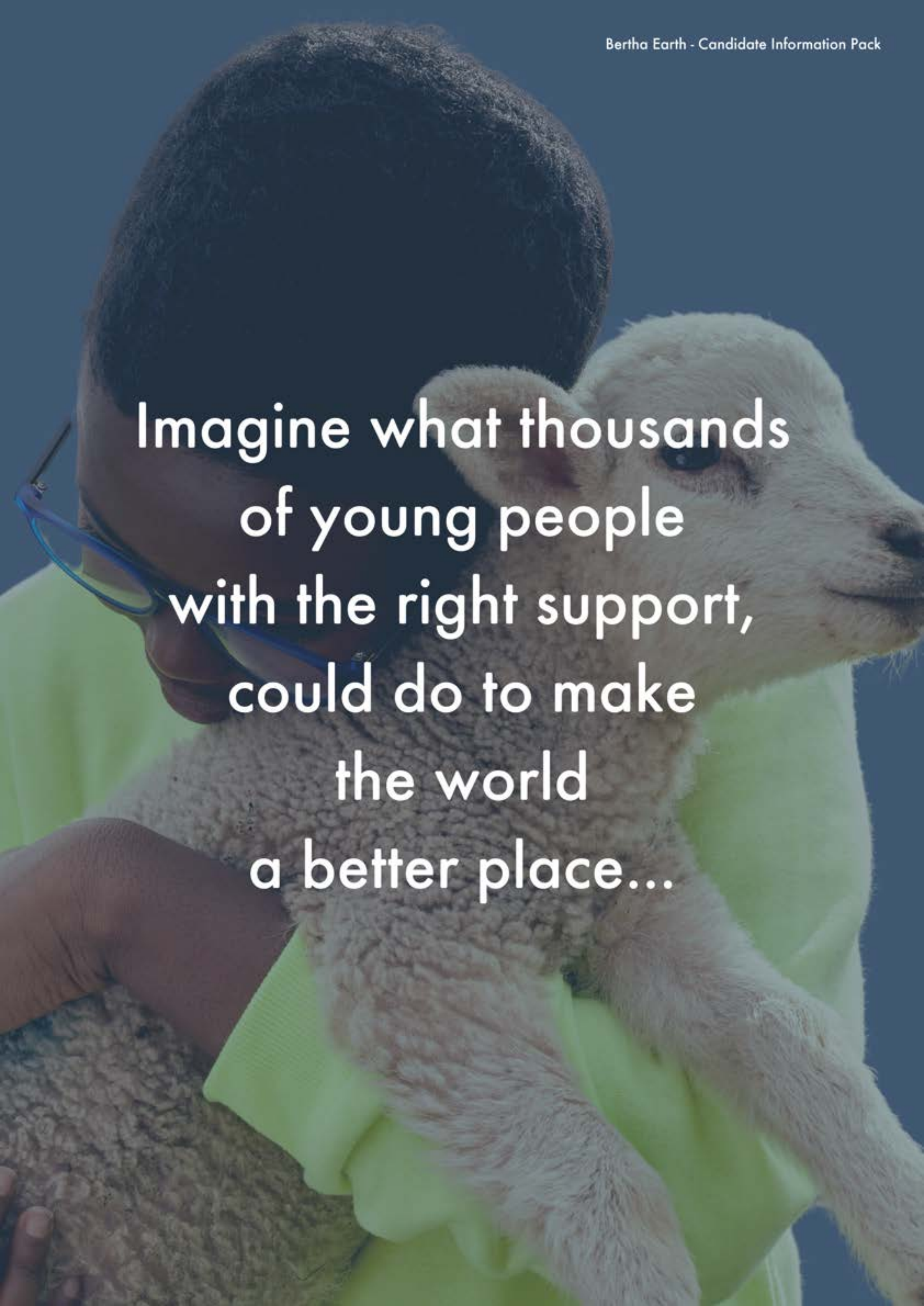
## Requirements

- This post is subject to an enhanced DBS check with Bertha Earth and is exempt from the Rehabilitation of Offenders Act 1974
- We require two references, one from your current or most recent employer and another (if you have worked with young people that must be included)
- Strong, reliable Wi-Fi connection whilst working from home
- You will be required to agree to and sign our code of conduct
- You must have the right to work in the UK

## Working Pattern

This role is primarily based in our London office, with the option of working remotely when appropriate. A portion of the work will be conducted in London-based partner schools, requiring the ability to travel regularly. In order to fulfil the requirements of this role, there may be occasional in-person touchpoints with the team outside of London, for which reasonable travel and accommodation expenses will be reimbursed.



A young person with short dark hair and glasses is holding a small white lamb. The person is wearing a light green shirt. The lamb is looking towards the right. The background is a solid blue color.

Imagine what thousands  
of young people  
with the right support,  
could do to make  
the world  
a better place...