


# JOB PACK

## Chief Operations Officer




**THE ERA OF IMPUNITY IS OVER**

**WE BELIEVE IN JUSTICE ACROSS  
BORDERS**

 [glanlaw.org](https://glanlaw.org)

 [@glanlaw](https://www.instagram.com/glanlaw)

 [global-legal-action-network](https://www.linkedin.com/company/global-legal-action-network)

 [@glanlaw.bsky.social](https://bsky.app/profile/glanlaw.bsky.social)

Thank you for taking the time to consider this opportunity at Global Legal Action Network (GLAN). Allow me to share a little more about the role.

This is a senior leadership role that sits at the heart of GLAN. We're looking for an experienced leader who has a strong track record of delivering financial and operational oversight in a fast-paced environment, and who is equally comfortable supporting and guiding people. As a fully remote organisation, it's important to us that this person can help a distributed team feel connected, supported, and able to do their best work. We're looking for someone who enjoys helping others to thrive, who believes in GLAN's mission and our innovative approach, and who is motivated by the opportunity to help shape bold and complex work, while contributing to an internal culture that is rooted in our values.

The Chief Operating Officer is responsible for the delivery of our core services, leading teams across Finance, HR, Fundraising, Communications and Governance. This role plays a key part in keeping the organisation running smoothly day-to-day—ensuring information flows well, supporting teams to stay aligned, and helping our legal work to progress effectively. The ideal candidate will bring experience from a similar role, sound judgement, and a strong understanding of how charitable, values-driven organisations operate, including their governance and accountability responsibilities.

We are a passionate team at GLAN, working on a range of innovative legal cases across three focus areas: abuses in value chains, accountability for atrocity crimes, and environment and climate change. We're looking for someone who can bring structure and clarity to this work. We're looking for an exceptional organiser and project manager, someone comfortable navigating complex information, and leading on financial planning and budgeting.

This is an important moment for GLAN as we move into a refreshed organisational strategy, reaffirming our commitment to justice at a time when human rights and our planet are under threat. We're excited to bring in someone who wants to be part of that journey.

If this role resonates with you, and you feel you have the skills and experience to help us achieve our vision, we'd love to hear from you.

Gearóid Ó Cuinn  
Founder and director  
GLAN



## JOB OVERVIEW

**Title:** Chief Operations Officer

**Department:** Senior Leadership

**Reports to:** GLAN's director, Gearóid Ó Cuinn

**Location:** Remote (must have right to work in UK or Ireland)

**Contract type:** Permanent (following six months probation period)

**Hours:** Full-time, 35 hours per week, flexible hours available.

## JOB BENEFITS

GLAN is proud of the benefits we are able to offer colleagues.

**Salary:** £62,000 - £72,000

**Pension scheme:** 3% contribution from GLAN when employee contributes min 5%

**Annual leave:** 25 days annual leave, plus bank holidays and three days gifted between Christmas and New Year

### **Other benefits:**

- Access to Employee Assistance Programme
- Enhanced maternity, paternity & adoption pay
- Enhanced compassionate & bereavement leave
- Paid wellbeing leave
- Homeworking allowance (as per HMRC guidelines)
- Potential for sabbatical leave to support staff who wish to take time away from work to pursue travel, study or other personal life changes.

# ABOUT GLAN

**Our vision is justice across borders.**

The Global Legal Action Network (GLAN) is a unique non-profit organisation that works with affected communities to pursue innovative legal actions across borders, challenging states and other powerful actors involved with systemic injustice.

## OUR THEMATIC AREAS



**ENVIRONMENT & CLIMATE  
CHANGE**



**ACCOUNTABILITY FOR  
ATROCITY CRIMES**



**ABUSES IN  
VALUE CHAINS**

## SOME KEY WINS

At GLAN, we use the law to challenge impunity and we're building a global movement to hold those in power accountable.

- We've taken on governments, corporations and international systems of impunity.
- Held 32 European countries to account in the world's biggest climate case.
- Halted weapons exports from the UK for use in Gaza.
- Set a legal precedent to stop imports of products made through forced labour.
- Backed Barbudans resisting land grabs from luxury developers.

# GLAN VALUES

**Decolonial** - We are committed to building decolonial, anti-racist, and anti-oppressive approaches at GLAN.

**Collective Power** - We believe lasting change is built through collective action and power sharing.

**Responsive** - Working across interconnected global systems that are ever in flux, we aim to be adaptable, nimble and responsive to make the biggest impact we can.

**Steadfast** - We know the kind of change we want to see won't happen overnight, that's why we strongly value patience and persistence.

**Self-Reflective** - We recognise the power and privilege we hold as an organization. We're committed to fostering a culture of honesty, reflection, and continuous learning, constantly examining how we work within the system and why to help us strengthen both our organisation and the movements we support work within the system.

## WHAT OUR TEAM SAYS



Sicelo Ngwenya  
Litigation Caseworker

"One of the aspects I value most about working at GLAN is the genuine sense of support and camaraderie within the team. We work in a field that deals with complex, high-stakes human rights issues, oftentimes dealing with the worst kinds of atrocities, and having colleagues who offer that level of support is wonderful. What I find most meaningful about our work is that it feels like I am contributing to something much bigger than myself."

"For me, the two key things that make GLAN such a good place to work its values and people. Working in a space that is values-led and unionised enables me to feel aligned with the overall goals of the organisation and have my voice heard, while also continually evolving my perspectives. My colleagues are some of the most inspiring, committed and kind people I have had the privilege to work with, which is so important, as supporting each other is so necessary the kind of work we do."



Leo Webb  
Evidence Caseworker



Rochelle Ferguson  
Head of Development

"Working at GLAN is exciting! I'm surrounded by an inspiring team of people who are passionate about challenging abuses of power. No two days are the same. One day I'm writing about atrocities in conflict zones, the next I'm researching the impact of deforestation on Amazonian wildlife. What I love most is how our unique skills come together to tackle some of the most pressing issues facing people and our planet today. We work collectively to make meaningful change and that makes GLAN a very special place to be."

## GLAN'S TEAM

GLAN's Board of Trustees

Senior Leadership Team

Founder & Director

Chief Operations Officer

Head of Development

Head of Strategic Comms

Head of Finance

Legal Co-lead

Legal Co-lead

Senior Lawyer

Senior Consultant Lawyer

Consultant Project Manager

Senior Administrator

Philanthropy manager

Campaign manager

Lawyer

Lawyer

Lawyer

TLC Coordinator

TLC Consultants x3

Digital Forensic Manager

Fundraising officer

Finance Assistant

Litigation Caseworker

Evidence Caseworker

Evidence Caseworker

— = Who you report to and who you line manage

# KEY RESPONSIBILITIES

## Senior Leadership

- Lead the Senior Leadership team in the implementation of our revised organisational strategy 2027–2030.
- Ensure organisation-wide financial oversight and operational business planning.
- Provide guidance and support to GLAN's team.
- Deputise for the CEO when necessary and take ownership of high-level decision-making.

## Operational oversight

- Maintain operational oversight so that legal, advocacy, funding and finance align with GLAN's organisational strategy.
- Oversee and facilitate the flow of information between the legal and operational teams so that our legal case works aligns with finances, commitments to funders, team capacity, and communications plans.
- Ensure that systems enable on-going monitoring of expenditure so that fundraising and finance are aware of gaps/underspends.
- Help ensure cases/teams are sufficiently resourced in terms of staff capacity.
- Ensure joined up working, and provide strategic guidance when challenges arise.

## People and culture

- Provide strong leadership to ensure a professional and healthy working culture.
- Build on GLAN's existing commitments to a working culture that is in line with our values, overseeing team-wide consistency to HR line-management, 1:1's, annual 360 reviews and performance.
- Oversee recruitment, onboarding, performance management, and staff development and staff feedback.
- Ensure policies on anti-racism, equality, diversity, inclusion and wellbeing are embedded in how we work.
- Support the embedding of GLAN's values across GLAN's work.
- Oversee relationship and dialogue between GLAN's SLT and Trade Union representatives

## **Governance and Board relationships**

- Lead on ensuring that GLAN is compliant with our legal, regulatory, health & safety, data protection / GDPR and employment law obligations.
- Ensure we have all necessary policies in place and take the lead on coordinating the establishment and review of existing and further policies. Oversee the regular review of GLAN's risk management frameworks and our risk register.
- Oversee GLAN's governance structures (internal reporting, Board meetings etc.), ensuring decisions are well informed and documented.

## **Financial oversight**

- Oversee financial operations: budgeting, forecasting, cash flow, expenditure controls, financial reporting, payroll.
- Ensure compliance with accounting standards, audit requirements and donor / funder financial reporting obligations.
- Manage relationships with external accountants, auditors, banks, and financial service providers.
- Ensure best practices are followed and financial risk is identified and managed appropriately.

## **Operations**

- Ensure the smooth running of IT, data protection, office management. Managing relationships with our external providers.

# PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Accountancy qualification</li> <li>Leadership or management qualifications</li> <li>Project management qualifications e.g. Prince2</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 8 years of experience in senior leadership roles, delivering successful organisational financial oversight- with expertise in business planning and complex project management.</li> <li>Demonstrable experience of high-level budgeting, forecasting, auditing, proven accountability for ensuring financial sustainability and compliance.</li> <li>Minimum of 10 year's line management experience.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of operating in non-profit / mission-driven / legal organisations.</li> <li>Previous experience working in a human rights or environmental protection focussed setting.</li> <li>Legal or compliance experience.</li> <li>Experience of change management and scaling teams or systems.</li> <li>Experience of hybrid / remote team leadership .</li> <li>Experience of supporting culture building.</li> <li>Experience of working to decolonial commitments.</li> <li>Experience of delivering organisational change programmes.</li> </ul>
<b>Skills &amp; knowledge</b>	<ul style="list-style-type: none"> <li>Excellent strategic thinking and planning skills, able to bridge between high-level strategy and operational detail.</li> <li>Sound judgement, risk-management and governance experience; familiarity with compliance, data protection / GDPR, employment law etc.</li> <li>Exceptionally organised and able to manage multiple priorities.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of HR practices and employment law.</li> <li>Knowledge of income generation/fundraising.</li> <li>Good understanding of marketing and communications.</li> <li>Knowledge of working in a legal environment - or in case work.</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Skills &amp; knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills; ability to present complex operational, financial or legal information clearly.</li> <li>• Strong collaborative approach, ability to work across teams, offer guidance to other senior level staff, and clear people management skills.</li> <li>• Expertise in ensuring compliance with relevant legislation, policies, and procedures, particularly in the charity sector.</li> <li>• Understanding of UK charity law and governance, including experience with Board of Trustees.</li> <li>• Aptitude in decision making and problem solving, and confidence in providing guidance to boards and CEO.</li> </ul>	
<b>Special requirement</b>	<ul style="list-style-type: none"> <li>• GLAN is a homebased organisation. It is expected you will have an appropriate space, free from distraction, to carry out your duties.</li> <li>• Able to travel for in person meetings, including quarterly board of trustee meetings, held in London. Willing to travel on occasions if necessary.</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Warm, people-centred and positive approach.</li> <li>• Emotionally intelligent, able to self-reflect, be honest and conduct open conversations with sensitivity.</li> <li>• Solution-orientated, able to anticipate and resolve challenges.</li> <li>• Strong alignment with GLAN's values and our mission.</li> <li>• Strong commitment to diversity, equity and inclusion and committed to GLAN's ongoing anti-racist learning and practice.</li> <li>• Commitment to developing an organisational culture in which our team thrives and we can achieve meaningful impact in our work.</li> <li>• Ability to handle difficult situations and handle confidential information.</li> <li>• Ability to balance GLAN's operational priorities with our values.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to equity, learning and continuous improvement.</li> </ul>

# APPLY FOR THE ROLE

## Equality, Diversity & Inclusion

We particularly welcome applications from candidates with lived experience of the issues that GLAN works on. We also strongly encourage applications from disabled candidates, older candidates, and Black and racially minoritised candidates, who are currently underrepresented in our organisation. We use an anonymised recruitment process to ensure fairness. Each applicant will be individually assessed against the essential criteria regardless of age, gender, ethnicity, sexual orientation, disability, religion, or belief. We will use positive action on the basis of race and/or disability in case of a tie break situation.

## How to apply

Applications for this role should be submitted via the Applied platform by **9am 4 May 2026**. We will not review applications sent via LinkedIn or email.

GLAN does not use AI to review applications, and we ask candidates to avoid its use. We want to read about people's experience in their own words.

If you need any reasonable adjustments, including this job pack to be sent in a larger font, in order to apply for this role, please contact us at [info@glanlaw.org](mailto:info@glanlaw.org).

If we receive a high number of strong applications, we may close the role earlier than the advertised deadline, so we encourage candidates to apply as soon as they are able.

**Apply now**