



Head of Operations and Governance – role overview

For a detailed job description, visit: <http://www.sciencemediacentre.org/about-us/jobs/ops-JD/>

The Science Media Centre (SMC) is an independent press office that works to improve the quality of science reporting in the news media. The Centre runs like a busy newsroom with a small team of science press officers identifying breaking news and new research that needs comment from scientists and running regular press briefings where scientists can convey new findings and correct misinformation.

The **Head of Operations and Governance** at the SMC is responsible for overseeing the day-to-day management of all operations, ensuring the charity runs efficiently and effectively. This is the only role in the Centre that is *not* involved in the day-to-day science and media work of the organisation. As such this individual will lead and deliver the charity's operational activities including office management, governance, finance, fundraising, HR, IT, systems, policies and fundraising administration.

This role is not for the faint hearted. The SMC is a small but fast-moving and highly productive team operating on the front line of some of the most contentious science stories hitting the headlines. The Head of Operations and Governance must relish an extremely busy role, constantly switching between the different aspects of the job and occasionally having to drop everything for a crisis. The individual who will love this job will understand that their role is a behind the scenes one, dedicated to oiling the wheels of the press operation and helping the CEO to secure funding.

The Head of Operations and Governance is the only person in the team with leadership responsibility for operations at the SMC. However, two other junior administrative staff members have operational roles as well as their press office support function, including the Press Office Assistant (POA) and Operations and Executive Assistant (OEA). The Head of Ops can delegate certain tasks to these team members and together they have ops meetings every other week.

We are looking for a dynamic problem solver with operational expertise and a passion for the charity's mission. We will welcome applications both from well-established Ops Managers as well as from more mid-level candidates looking to progress to the next stage in their career.