

Poverty Truth Network

Job Description – Operations Manager

Job Title	Operations Manager
Hours	37.5 hours per week
Duration	Permanent
Salary	£50,500
Location	Homeworking within the UK, with travel as required
Responsible to	Director
Responsible for	Communications Officer, Administrative Coordinator
Key Linkages	A member of the Core Leadership Team alongside the Director and Partnership Manager. Direct linkages with the Communications Officer and Administrative Coordinator. Working with Development & Support Team and Amplify Team as appropriate. Close working with trustees.

The Poverty Truth Network

The *Poverty Truth Network* (PTN) is a registered charity in England and Wales, founded in 2019. Its dream is of a UK where poverty is a thing of the past. It believes this is possible only when those most impacted by poverty are at the heart of the movement to end it. Its specific contribution brings together people experiencing poverty with those with responsibilities for alleviating it. “Nothing About Us Without Us Is For Us.”

Further details are available at www.povertytruthnetwork.org and in the Network’s Strategic Plan (2025-30).

As an organisation, we want our staff team to reflect the diversity of the UK today. As such, we are particularly keen to receive applications from suitably qualified candidates from traditionally under-represented groups.

Job Purpose

To be responsible for the day-to-day operations of the Poverty Truth Network, including the oversight of systems, staff performance and finances.

Key Tasks

- To form part of the Core Leadership Team, providing overall strategic leadership across the Network
- To lead on the financial management of the Poverty Truth Network, including the delivery of Management Accounts and the production of an annual budget
- To manage the Operations Team, setting clear goals and objectives linked to the Strategic Plan
- To lead on and establish the appropriate processes to ensure high levels of staff performance and development, including appraisals and performance management
- To develop, and where necessary implement, administrative systems which ensure effective, efficient and safe practice across the Network
- To ensure that the Network operates in line with its charitable purposes, overseeing changes to its constitution as and when necessary
- To regularly update the Charity's policies and procedures, ensuring compliance with the relevant regulations / legislation, providing advice to the Director and trustees as appropriate
- To oversee the production and sharing of papers for trustees in an organised and timeous manner
- To oversee the effective running of online and in-person meetings and events for the Network, liaising with other teams as appropriate
- To lead on the delivery of the Network's Support Grant Programme
- To deputise for the Director as and when required
- Undertake other activities as needed dependent on jobholder's knowledge, skills and experience

Skills, Knowledge and Experience

Essential

You will be a highly motivated individual, ideally with a clear leadership record within the voluntary, public or private sector, capable of working on your own or as part of a team. You will be able to evidence your commitment to social justice and be strongly aligned with the practices and values of the Poverty Truth Network.

You will have a deep commitment to collaborative working involving both people with an ongoing experience of the struggle against poverty and civic leaders to effect change.

You will have a proven track record of operational delivery, including financial, administrative and governance management.

Desirable

You will have experience of coordinating and managing meetings and events, and of the management of staff and volunteers.

You will have a relevant financial qualification (to AAT Level 4 or above) or able to demonstrate the relevant practical experience.

To apply for this role, please send your CV with a cover letter that clearly shows you have the necessary skills and experience to do the job. The cover letter should be no more than 2 sides of an A4 page. Include the names and contact details of two referees (at least one of whom knows you on a professional basis). Send your CV and cover letter to recruitment@povertytruthnetwork.org stating 'Operations Manager Application' in the subject line.