



The OR Society Job Description

Job Title: Pro Bono OR Manager

Reports to: Head of Professional Services

Contract: Permanent, 80% FTE (4 days per week), hybrid (minimum one day per week in Birmingham Office)

Salary: £32-35k

Benefits: 11% pension contributions, 25 days annual leave (plus Public holidays), additional paid time off between Christmas and New Year, optional compressed 9 day fortnight

Who are we?

The OR Society is a dynamic member-led organisation supporting professional operational researchers across industry and academia. We promote the knowledge, understanding and use of operational research in all areas of life, including industry, business, government, health, and education. The society is a registered charity which does everything from helping OR specialists push the boundaries of the discipline through publications and events to undertaking outreach work aimed at helping everyone from business leaders to schoolchildren find out about the benefits of OR.

Main Purpose of the Role

The Pro Bono OR Manager will lead and drive forward the Pro Bono OR programme. This provides third sector organisations with free operational research (OR) support via volunteer led projects.

Pro Bono OR Responsibilities

Operate the Pro Bono OR scheme:

- Oversee Pro Bono OR projects, including matching volunteers to users and/or projects. Ensure the smooth running of projects, with prompt communication to both volunteers and users. Provide support to volunteers and users and resolve issues as needed.
- Monitor project progress, evaluate outputs and outcomes. Ensure relevant data is collected and stored appropriately. Collect relevant data to prepare an annual report for The OR Society's Board.
- Maintain a list of Pro Bono OR volunteers and provide support to them, including providing resources, training, and recognition to volunteers.
- Review and maintain the scheme's processes and procedures.
- With the Steering Group chair, coordinate Pro Bono OR Steering Group meetings, ensuring minutes and meeting papers are prepared and archived.



Grow the impact of the Pro Bono OR scheme:

- Promote Pro Bono OR to potential users and volunteers, including giving presentations and speaking at conferences, writing articles and newsletters, using social media and maintaining webpages.
- Maintain existing relationships and build new relationships with partners in third sector, identifying areas of mutual interest and seeking opportunities for collaboration.
- Identify potential third sector users and be the first point of contact for them.
- Identify potential volunteers and keep them engaged, explore additional ways volunteers can support Pro Bono OR in addition to undertaking projects.
- Maintain a link with the Third Sector Special Interest Group, support them and the member of staff with responsibility for Special Interest Groups where required.
- Oversee the Pro Bono OR webinar programme.

Essential Experience/skills

- Project management experience; exceptional project administration abilities.
- Volunteer management experience.
- Excellent interpersonal and relationship management skills; able to build effective networks and relate to people at all levels.
- Previous experience of the third sector.
- Strong verbal and written communication skills.
- Good strategic planning; able to create a strategic vision and execute it.
- Strong organisational skills.
- Ability to research, collate and summarise facts and views in good English.
- Self-motivated; able to manage time effectively and monitor performance against deadlines and milestones with excellent attention to detail.
- Ability to work well as part of a team, gaining clear commitment and agreement from others both internally and externally.
- Responds flexibly to changing circumstances, demonstrating openness to changing work priorities and deadlines.
- Supports other members of staff when required.
- Knowledge of and ability to use IT, including web conferencing software such as Zoom.
- Prepared to travel around the UK when required.
- A degree in a numerate subject.

Desirable Person Skills/Competencies

- Understanding of OR and its benefits, an interest in applying OR in the third sector.
- Experience working in the membership sector.
- Hosting and supporting online webinars.
- Confident user of social media.
- Full, clean UK Driving Licence.

Equality and Diversity

The OR Society is committed to inclusivity and representing the diversity of the communities we serve. We therefore welcome applications from all backgrounds and all sections of the community. Applicants will be treated fairly throughout the recruitment process, and we will ensure there is no unfair discrimination on the basis of race, ethnic origin, disability, gender, religion or belief, age, sexual orientation or any other relevant characteristic.

How to apply

The closing date for applications will be 23:59 on 13 September 2024. We reserve the right to close the job advert early should we find a suitable candidate.

Please apply online with your CV and a covering letter outlining how you meet the job description and person specification. Please explain your reasons for applying to work in this role at The OR Society. Both the CV and covering letter should be no more than two sides of A4.

If you have any queries or would like a confidential conversation about the role, please contact Carol McLaughlin, Head of Professional Services, at carol.mclaughlin@theorsociety.com

For detailed information on how we process your personal data, please review our privacy policy on our website.

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