



TOR for Head of Operations

Recruitment opportunity: Deep Sea Conservation Coalition – Consultant

The Deep Sea Conservation Coalition (DSCC) is focused on two overarching goals: to substantially reduce the greatest threats to life in the deep sea; and to safeguard the long-term health, integrity and resilience of deep-sea ecosystems.

Since it came together in 2004, the DSCC has worked to raise awareness, prompt debate, and secure international agreements and regulations to protect deep-sea ecosystems and biodiversity. In so doing we have set important precedents for wider ocean conservation. From a strong base of knowledge, and a network and reputation in deep-sea advocacy and science, we mobilize and coordinate civil society advocacy efforts nationally, regionally and globally. The DSCC represents or collaborates with the vast majority of the world's expertise on deep-sea biodiversity, conservation and policy.

To support our growing size and complexity, the DSCC is now recruiting a Head of Operations, to ensure that the organization runs smoothly and effectively, and to help us evolve as we grow. Due to the structure of the DSCC and external funding opportunities, this is a term limited contract role, targeted for 1 October 2022 to 31 December 2023, with a possibility for extension

How you'll make a difference

At the DSCC, we are a small team with complementary skill sets that enhance the delivery of our mission. The ideal candidate to join our team will be able to demonstrate results in the following areas:

1. People and culture

Develop and support functions, policies and systems so that:

- Compensation agreed with core consultants is fair, equitable, and competitive;
- Recruiting, onboarding and retention are effective and impactful;
- We have an inclusive culture that ensures team members' organizational outcomes are met;
- We are compliant with country and local regulations.

2. Finances

Manage DSCC financial and accounting functions and systems so that:

- All financial planning, budgeting, reporting, and analyses provide meaningful information for senior management and Board decision-making;
- All business policies and accounting practices are compliant and scalable;
- The organization is audit and tax-ready when needed;
- The highest levels of ethics are employed in accounting operations and decision-making.
- The organization has sufficient reserves and solvency.

3. Grants and donor management

- Create and manage systems to support a robust fundraising and donor relations function, in collaboration with the Director.



- Assist with developing fundraising proposals, budgets and grant reports.

4. Legal management

- Develop and manage robust contracting processes to ensure value for money, accurate administration and reporting, and compliance with statutory/regulatory requirements.
- Negotiate and review contractual terms and conditions ranging from procurement of services to partner and funder agreements and engage outside counsel when necessary.
- Serve as primary liaison on legal matters with general counsel and Executive Director.

5. General administration and IT

- Effectively oversee and manage the organization's infrastructural requirements, including appropriate information technology and work environments in physical offices
- Manage organization's insurance policies and other required policies to ensure compliance with relevant state and federal regulations and requirements.
- Produce products and tools to assist the team in managing the performance of projects.

Person Specification

1. Experience

- At least three years' experience leading in not-for-profit organizational operations and development in an international context
- Direct experience scaling up organizational infrastructure, including implementation of business processes and systems, at the right time and at the right scale in the context of the organization's long term strategy
- Demonstrated experience in designing and implementing organizational development including structure, systems and processes as well as culture and communications
- Demonstrated experience in business planning and budget oversight
- Demonstrated experience in contract negotiation, management and administration

2. Competencies

- Mission-focused
- Process minded, with a commitment to accuracy and compliance
- Self-starter who takes initiative, using sound, independent judgment and discretion and seeking guidance and feedback where appropriate—a doer as well as a manager
- Discretion and impeccable integrity
- Demonstrated experience in working remotely, with a team that is geographically dispersed.
- A sense of humor and capacity to have fun, work hard and embrace different time zones.
- Strong oral and written communications skills in English.

3. Qualifications

- Familiarity with state-of-the-art organizational development tools



- Willing and able to travel internationally, should this be necessary and possible
- Experience with internal communications and collaboration technology in a remote working environment

Working relationships

You will report to the Director of the DSCC and will manage the Assistant Coordinator.

If you are interested in applying for this role, please send a written CV and cover note to Ronna@savethehighseas.org by 24 August 2022.