

Interim Chief Operating Officer

Location: Home-based in the UK within 90 minutes travel of Central London, with occasional national and international travel

Contract: ~Six months (ideally from January 2025), full time

Reporting to: Executive Director

Salary: ~£90,000 p/a

Additional benefits: 30 days annual leave p/a plus public holidays, generous pension contribution, life assurance and access to an employee assistance programme

Deadline for applications: 10am, 9th December 2024

Summary of role

The Chief Operating Officer (COO) is a pivotal role for our Alliance, acting as deputy to the Executive Director (ED) and leading on operationalising our strategy to protect children from sexual exploitation and abuse online.

The successful candidate will oversee broad areas including people management; financial management; organisational culture; diversity, equity and inclusion; safeguarding; risk management; legal and compliance; and governance structures. They will work closely with the Executive Director and wider staff team to ensure highly effective internal processes, systems, controls, policies and procedures are in place to enable the impactful delivery of our strategy.

We require a highly experienced operational leader with a broad skillset and a demonstrable commitment to the values of WeProtect Global Alliance.

About WeProtect Global Alliance

The internet was not created with children in mind and can be unsafe for children to explore. Every phone and computer is a potential gateway for offenders seeking to sexually exploit children. Our Alliance generates political commitment and practical approaches to make the digital world safe and positive for children, preventing sexual abuse and long-term harm.

Our Alliance's geographical reach is unprecedented: 103 countries are members along with 76 private sector companies, 121 civil society organisations, and 10 intergovernmental organisations. This diverse membership is key to our ability to deliver real change. Together, we break down complex problems and develop policies and solutions to protect children from sexual abuse online. More information on who we are and what we do can be found at www.weprotect.org.

WeProtect Global Alliance is supported by a high-performing secretariat of eleven staff based in the UK and Belgium, and is overseen by a Management Board and an influential Global Policy Board.

Job description

1. Organisational leadership and people management

- Work with the ED and SMT to ensure a values-led and positive organisational culture is reflected throughout ways of working, internal communication, policies and processes, and all team activities.
- Line-manage Senior Management Team (SMT) members, operational roles and other roles as necessary (currently Head of Development, Head of Communications and Engagement, Head of Policy, Advocacy and Research, and Operations Manager).
- Chair weekly SMT meetings.
- Oversee human resources and people management processes, ensuring alignment with best practice in areas including recruitment, induction, performance management, safety, wellbeing, learning and development, and benefits.
- Ensure diversity, inclusion and equity (DEI) considerations are at the forefront of all work and decisions, working alongside our expert DEI Consultant.
- Oversee the bi-annual, in-person team retreat.
- Be a key point of contact for all team members, holding regular meetings across the staff team, to understand team members' individual perspectives, priorities, ideas and interests.
- Provide wide-ranging advice, recommendations and high-level support to the ED.
- Deputise for the ED, leading the organisation in their absence.

2. Operational management

- Oversee the annual planning process, project management, and ongoing monitoring of the organisational Action Plan.
- Lead on the drafting, regular review, and effective implementation of wide-ranging organisational processes and policies, working with expert advisors, as necessary.
- Oversee effective contract management for partners, suppliers and consultants.
- Work with the Head of Development on proposal development, grant management and reporting, and ensuring ongoing compliance with donor requirements.
- Work with the Operations Manager to oversee functions including IT, information management, and equipment.

3. Financial oversight

- Work with the Operations Manager (responsible for day-to-day financial management), budget holders, outsourced accountancy provider, external auditors in the UK and The Netherlands, and other financial specialists on areas including:
 - Financial systems, policies and controls
 - Annual budgeting, quarterly reforecasting and monitoring

- Monthly management accounts
- Annual statutory audits and accounts
- VAT and tax compliance
- Banking and payment authorisation
- Salary benchmarking
- Payroll
- Oversee a strong value for money culture, supported by robust policies.
- Ensure strong anti-fraud policies and procedures are in place and fully implemented.

4. Risk management, governance and compliance

- Oversee organisational risk management, maintaining the Risk Register and ensuring robust controls are in place.
- Lead safeguarding work as the SMT Safeguarding Lead; working alongside the Participation Manager and Board Safeguarding Lead to ensure robust safeguarding policies, processes, training and a strong safeguarding culture, ensuring it is a key consideration throughout all organisational activity and decision-making.
- Lead on legal and regulatory compliance issues, seeking advice from lawyers in the UK, Belgium and The Netherlands, and other experts, as necessary.
- Ensure governance structures and processes are robust and compliant.
- Ensure adequate insurance cover is in place in all jurisdictions.
- Oversee data protection and cyber-security systems, policies and processes, ensuring compliance with best practice and legal obligations.
- Oversee crisis management processes, and work as a key member of any crisis management committees.

5. Stakeholder engagement

- Liaise with the Management Board and Global Policy Board on operational and governance issues, producing reports and presentations as required.
- Maintain strong and effective relationships with a broad range of external stakeholders including Alliance members, partners, consultants, service-providers, donors, lawyers, auditors, regulators, and advisors.
- Represent the Alliance at external events when required.

6. Wider organisational responsibilities

- Commit to the [mission and values](#) of WeProtect Global Alliance, putting these at the forefront of all work and actions.
- Ensure that a commitment to diversity, equity and inclusion is reflected in all work.
- Comply with all organisational codes, policies and processes.
- Attend and actively participate in regular line management check-ins and whole team meetings, preparing updates and discussion topics, as necessary.
- Prepare and deliver reports for the Executive Director and the Board, as necessary.
- Ensure that the CRM, project management documents, impact measurement tracking and other internal databases are kept fully up to date.
- Commit to ongoing personal development and learning.
- Travel locally, nationally and internationally for work events when required.

- Contribute, as necessary, to the detailed planning and delivery of the biennial WeProtect Global Alliance Global Summit.
- Fulfil any other reasonable requests to support the best interests of WeProtect Global Alliance.

Person Specification

Essential skills, experience and knowledge

- Strong commitment to the mission and values of WeProtect Global Alliance.
- Extensive professional experience in a comparable operational leadership role in the not-for-profit sector, an intergovernmental organisation or a social movement.
- High-level experience in people management, with advanced knowledge of human resource best practise and UK employment law.
- High-level financial management skills and experience.
- Significant experience in effectively managing organisational risk and ensuring legal and regulatory compliance.
- Proactive and able to confidently take initiative and make appropriate decisions.
- Proven ability to think strategically, solve problems and focus on clear and achievable goals.
- Highly organised, with excellent attention to detail.
- Advanced people skills, including a successful track record of establishing and maintaining strong relationships with a diverse range of stakeholders.
- Skilled communicator, in both written material and speaking, and the ability to effectively adapt information for different audiences.
- Firm commitment to equity, diversity and inclusion.
- High ethical standards and integrity.
- Fluency in spoken and written English.
- Right to work in the UK.
- Willingness and ability to travel occasionally, both nationally and internationally.

Desirable skills, experience and knowledge

- Lived experience which may be relevant to our organisation and mission.
- Knowledge and experience of governance requirements for *Stichtings* (Dutch foundations) and Public Benefit Organisations, (a designation provided by the Dutch tax authorities to institutions that are focused on the general good [in Dutch: ANBI status]).
- Knowledge and experience of Belgian and Dutch employment law.
- Experience of working with geographically dispersed and/or remote working teams.
- Knowledge of child rights, child protection, online harms or closely related issues.
- Experience in working with the key membership constituencies of WeProtect Global Alliance: government, private sector, civil society and international or regional organisations.
- A university degree in a related field.
- Fluency in languages other than English.

Diversity, inclusion and equity

We welcome applicants from all sections of the community, regardless of age, sex, gender (or gender identity), ethnicity, disability or sexual orientation. We particularly welcome applicants from ethnic minorities and other under-represented groups.

Safeguarding and values

As a child-focused organisation, we have a strong commitment to child safeguarding and rigorous procedures. The successful candidate will be required to provide two professional referees and to undergo a background check.

All team members are expected to act at all times in a manner consistent with our values and in compliance with our policies and procedures, including our Safeguarding Policy and Code of Conduct.

Our values are:

- **Empowerment** – collaboration, innovation, challenge
- **Accountability** – responsibility, delivery, safeguarding
- **Respect** – honesty, feedback, inclusion

Recruitment process

Applicants should provide an up-to-date CV as well as a covering letter of no more than two pages setting out why you want to work for WeProtect Global Alliance, summarising how you meet the person specification and indicating when you would be your available to start the role.

Applications should be sent to Eleanor Munif at eleanor@weprotectga.org titled 'Interim COO – [applicant's name]'

Deadline for applications: **10am (GMT), Monday 9 December 2024**

Interviews for short-listed candidates are scheduled to take place during the week beginning 16th December.

Candidates must have permission to work in the UK. Unfortunately, we are unable to sponsor visa applications.