Operations Manager
Remote within Europe, UK preferred

Who we are
Carbon Gap is a climate not-for-profit focused on eliminating the carbon dioxide that’s already heating up the planet. We exist to drive essential climate action by making Europe a leader in carbon removal, working with governments, scientists, NGOs, and businesses to unlock policy support for the full spectrum of carbon removal techniques, storing carbon safely in trees, soils, oceans, rocks, and the built environment.

When you join Carbon Gap, you’re joining a young organisation with a lot of room to grow. You’ll shape the future of the team and be able to take on leadership roles, helping to drive Carbon Gap’s work and to turn it into one of the most high-impact climate groups on the planet. Carbon removal, alongside emissions reductions, is essential to preserving a stable climate - and you’ll be at the forefront of setting this crucial climate solution on the path to making a real difference.

All Carbon Gap staff currently work remotely, and positions are open to candidates based anywhere in Europe. However, this role will be supporting an early-stage organisation’s operations in the UK and a candidate based in the UK is preferred.

The role
Carbon Gap is an early-stage organisation with plans to grow significantly in the coming months and years. We’re looking for someone experienced with start-up operations, who can handle complex tasks independently and represent Carbon Gap externally, and who can help us to build more effective processes and ways of working.

In this role, you’ll work directly with Carbon Gap’s leadership and be at the centre of building a high-impact climate non-profit and making sure that it can deliver on its mission.

At the beginning, you’ll be instrumental to the successful launch of Carbon Gap as an operating entity, establishing internal systems and operating procedures with the support of external advisers where needed. Once established, you’ll be responsible for managing those procedures and tackling special projects as the organisation grows. Your responsibilities will include:

Responsibilities

- Establishing internal operations, including financial, HR, governance, information systems (CRM, Notion) and operating procedures, and managing those procedures on an ongoing basis. In most cases, some planning work has already been completed.
  - As an early stage organisation, we’ll need you to help develop, iterate, and manage new processes that support the team as we grow.
- Working with Carbon Gap leadership to identify and address operational roadblocks and supporting the Board of Trustees to ensure legal compliance.
- Identifying and working with external support and contractors as needed, including ongoing legal and accountancy support.
- Working with the Communications Manager to organise external events.
The compensation range for this role is £35,000 - £50,000 per annum and is dependent on experience. We believe in hiring the best people and compensating them accordingly.

Who you are

- **You’ve done this before.** You have previous experience in operations or business management work at a start-up or a non-profit, you know where to get answers to questions you aren't familiar with, and you know how to deliver in these roles.
- **You love solving new challenges…** You’re not afraid to work your way through a new problem, and you’re energised by the idea of finding a solution. You’re the first to volunteer when something unexpected needs to be done.
- …**but repetitive work doesn't discourage you.** You get the work done, even when it isn’t exciting.
- **You get right to the point.** Faced with a lot of information, you’re great at figuring out what’s most important, synthesising it into findings and recommendations, and going from there.
- **You excel on a small team and are happy playing different roles.** Your flexibility lets you move between different projects and switch contexts smoothly.
- **You’re an organisational and project management star.** You bring order to chaos and are on the lookout and new tools and techniques to manage, organise, and execute great work. You effectively prioritise and don't miss deadlines.

Requirements:

- 2-5 years relevant experience, preferably including operations in a high-performing nonprofit and/or start-up.
- A track record of successful internal and external project management.
- Experience managing relationships with external service providers, like accountants and legal support.
- Experience in a fast-paced, growing environment.

Apply now

Climate change is a race issue and a gender issue. Carbon Gap is dedicated to broadening opportunities for groups that are underrepresented in the climate and carbon removal spaces, and to building an inclusive team where people of different backgrounds can thrive. We strongly encourage applications from people who do not see themselves represented in the current climate ecosystem.

To apply for this role, please submit an application here by no later than April 15, 2021.

In the application, you will be asked for some basic information, for an updated CV, and several short written questions to help us learn more about you. If you have any questions, please reach out to contact@carbongap.org.