

## Operations and Development Manager

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| <b>Reports To</b>        | IDC Executive Director   |
| <b>Status</b>            | Part time (4 days per week)  |
| <b>Direct Reports</b>    | Finance and Administration Coordinator; Impact, Development and Learning Coordinator; with possibility of additional reports in the future.  |
| <b>Contract Duration</b> | Two years, with the possibility of extension depending on funding  |
| <b>Compensation</b>      | EUR 65,000 to 69,000 per annum pro rata  |
| <b>Location</b>          | Germany, the Netherlands, or the United Kingdom. This role can either be undertaken remotely or from IDC's office in The Hague.<br><i>You must have the right to work in the country for which you are applying. Unfortunately, IDC is unable to support work visa applications.</i> |

### Background

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[International Detention Coalition](https://www.idcoalition.org/) (IDC) is a unique global network of over 400 civil society organisations and individuals in more than 90 countries, that coordinates with members and partners on advocacy, research, coalition and capacity building, to eliminate immigration detention and advance rights-based alternatives to detention (ATD). IDC is based in Melbourne, Australia, and currently in the process of registering in The Hague, Netherlands, and has team members located around the world. IDC is a highly recognised, impact-driven organisation, offering a stimulating workplace committed to local, national, regional and global change.

### Role Purpose

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To support IDC to work effectively at an operational level in its mission towards ending immigration detention and promoting ATD in line with IDC's strategic plan.

## **Role Summary**

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The Operations and Development Manager supports IDC's Executive Director to implement consistent and coordinated operations and internal management, in line with IDC's Strategic Plan as well as IDC's core policies. The postholder oversees the development and implementation of IDC's internal operations, monitoring, evaluation, and learning, donor reporting, and membership. The postholder will also play a key role in developing and implementing fundraising initiatives for IDC, alongside the Executive Director and other team members.

The Operations and Development Manager is responsible for the supervision of select team members, including the Finance and Administration Coordinator and the Impact, Development and Learning Coordinator.

The Operations and Development Manager supports the Executive Director to promote optimal organisational health and effective internal processes, policies and operations. The postholder also supports the development and facilitation of internal communication processes and strategies, promoting a culture of learning amongst IDC staff, and enabling the organisation to make effective use of its tools and materials.

This post will work from IDC's offices in the Hague or remotely from home in either Germany, the Netherlands, or the UK. This role will involve working across multiple geographical locations, and is likely to involve work outside standard business hours.

## **Role Responsibilities**

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### **Operations, Finance & Infrastructure**

- Working with IDC's Executive Director, Treasurer, and Finance and Administration Coordinator, supports the implementation of IDC's financial operations and procedures and oversees the implementation of new procedures and tools.
- Oversees the production of accurate and reliable financial reporting developed by the Finance and Administrator Coordinator.
- Alongside IDC's Executive Director, oversees operational coordination between IDC in Australia and IDC in the Netherlands, ensuring that they run smoothly, and that IDC complies with reporting obligations in accordance with both legal frameworks and our compliance in other relevant jurisdictions.
- Scopes and facilitates potential legal registration in IDC's target countries as required.

### Development & Funding

- Supports IDC's Executive Director to develop and write funding proposals in line with agreed priorities, and in cooperation with relevant team members, and partners, as appropriate.
- Together with IDC's Executive Director, develops existing relationships with funders and engages potential funders.
- Actively explores various avenues to increase the diversity of IDC's funding sources, and monitors and researches calls for proposals and relevant tenders.

### Planning, Reporting, Monitoring, Evaluation & Learning

- Oversees IDC's ongoing monitoring, evaluation and learning processes, fostering a culture of learning, and ensures that IDC effectively measures its impact.
- Oversees the development and implementation of knowledge management systems to ensure consolidation and accessibility of IDC tools, learning materials and expertise, working closely with the Impact, Development and Learning Coordinator.
- Coordinates IDC's reporting, and ensures that IDC's reporting commitments to current funders are met.
- Supports the development of annual work plans for IDC programmes, working closely with the Executive Director and other team members, as appropriate.
- Promotes the implementation of effective internal communications, learning and analysis, including through contributing to organisational development, coordinating and actioning next steps and follow-up, and providing input and advice as needed.

### Human Resources, Management & Policies

- Supervises the Finance and Administration Coordinator and the Impact, Development and Learning Coordinator in their related responsibilities. See IDC's [Organisational Chart](#).
- Works to promote internal cohesion and well-being among team members, in cooperation with IDC's Executive Director.
- Develops and oversees IDC annual staff survey, and performance and quality of work, as well as internal procedures.
- Oversees the development and review of IDC's policies and procedures, alongside the Executive Director.
- Monitors compliance with HR regulations in countries where IDC staff are present.
- Supports salary benchmarking processes.
- Oversees procedures and materials for induction of new team members.

### Capacity Building & Membership

- Oversees the implementation of IDC's Membership Strategy and membership related events, ensuring positive and effective interactions with IDC members and promoting partnerships with leaders with lived experience of immigration detention.
- Supports organisational and staff development by facilitating internal sharing processes and opportunities for staff to learn from peers and other experts.

### Representation

- Acts as a spokesperson representing IDC in front of a wide range of stakeholders at external events and meetings, at the request of the Executive Director, when the Director or Regional Coordinators are not available.
- Responsible for taking over any task from the Executive Director in their absence and if requested.

### Core Responsibilities

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- Actively contribute to a culture of collaboration, teamwork, and support within the IDC team.
- Demonstrate a passion for and alignment with IDC's mission, vision and core values of innovation, collaboration, respect, representation and being solutions-focused.
- Demonstrate an understanding of IDC policies including IDC's Children and Vulnerable Adults Safeguarding policy to ensure a positive and safe working environment for all.
- Actively engage with organisational systems, processes, and infrastructure to ensure sustainability and appropriate safeguarding of institutional knowledge, assets, and core activities over time.

### Key Selection Criteria

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#### Essential Criteria

- Degree (preferably advanced) in social or political science, law, international relations, management, or related field.
- Minimum five years' experience working in the non-profit sector or equivalent field in organisational management, MEL or equivalent with a preference for someone with experience of working on migration and/or asylum-related issues.
- Proven ability to draft funding proposals and engage with high level funders to secure financial stability for the organisation.
- Excellent financial understanding and budgeting knowledge/experience.

- Demonstrated line management experience.
- Experience in monitoring and analysing the impact of civil society organisations on the policy-making processes, and the ability to evaluate and steer activities towards tangible outcomes.
- Outstanding organisational skills, ability to multitask effectively, attention to detail and ability to work accurately and within time constraints.
- Demonstrated understanding of the issues faced by refugees, migrants, and people seeking asylum, particularly those affected or at risk of immigration detention.
- Commitment to centering the leadership of migrants and refugees affected by immigration detention.
- Fluency in English, including exceptional English writing skills with the ability to write for a variety of different platforms and audiences.
- Ability to build alliances and relationships across a breadth of diverse stakeholders, supporting coordination towards common goals.
- Ability to take initiative and to work remotely and autonomously, to manage competing deadlines, prioritise workload appropriately and work in a flexible manner
- Commitment to Safeguarding and Child Protection standards and to IDC's Children and Vulnerable Adults Safeguarding policy.

#### Desirable Criteria

- Fluency in other languages an asset, in particular Spanish, Arabic or Dutch.
- Strong network of contacts among private funders or philanthropic organisations.
- Experience working in a transnational civil society network.

#### Application Process

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To apply, please send your CV and cover letter clearly addressing the key selection criteria to: [jobs@idcoalition.org](mailto:jobs@idcoalition.org) by **14<sup>th</sup> September 2022** Please include the job title in the subject of your email (Operations and Development Manager). Interviews will be held virtually in the weeks beginning 26th September and 3<sup>rd</sup> October 2022.

*IDC values diversity, equality and inclusivity. Applications are welcome from all backgrounds. We especially encourage applications of those from underrepresented backgrounds, including but not limited to gender, race, age, sexual orientation, disability and religion. **In particular, we highly encourage leaders with lived experience of the impacts of immigration detention to apply.** If potential candidates require adaptations to usual recruitment processes, please do not hesitate to note this in your application.*