



APPLICATION PACK

Operations Manager (Maternity Cover)

2024

Introduction

We understand that applying for a job can be an intimidating process. We also understand that people have different needs and may require additional support and/or certain information ahead of time when applying for a role.

We have tried to provide as much information as possible below to help you to understand and prepare for the different stages of our application process.

If you require any additional support or adjustments to make this process accessible for you, please mention it in your application under the “Access Needs” question in the Admin Questions section and we will do our very best to accommodate you. If you need any further information, have any questions, or want to discuss anything in more detail, we welcome you to contact us at recruitment@openrightsgroup.org and we will do our best to accommodate you. We commit to never assess your application less favourably due to any questions or requests you submit, so please feel free to ask us anything.

We are also committed to improving our recruitment process to make it as inclusive and accessible as possible. If you have any feedback to help us improve, we would be very grateful if you could send it to recruitment@openrightsgroup.org.

General Information

- When assessing applications, we are committed to assessing evidence of ability as much as proven track record in a similar job, in recognition that there are many ways to build the skills required to perform well in a role. We have tried to structure our recruitment process to reflect this, and welcome any feedback.
- Teamwork ability is really important to us, and something we will be looking for evidence of at all stages of the application process.

Interviews

- Wherever possible, interviews will be conducted during our normal working

hours Monday-Thursday, 09:30-16:30. However we understand that people have different levels of availability due to other work, caring responsibilities, etc. We are therefore committed to being as flexible as possible with interview times and formats to accommodate all potential candidates. Please mention in the “Access Needs” section of the application if there is anything we can do to accommodate you here, or contact us at recruitment@openrightsgroup.org if you have any questions.

- If we get a very high number of applications, we may invite applicants to an initial phone or video interview with a member of staff or ask candidates to complete a task. This may take place before the week specified in the job advert for interview dates. This step would help us reduce our shortlist to a more manageable number.
- We will then conduct a formal interview. This will take place over video call with two or three members of the Open Rights Group team. The interview will assess the competence of the candidates, as well as evidence of good team-working
- The candidates that seemed most suitable for the role will then be invited to a final follow-up interview with the Executive Director and possibly one or two additional members of staff. This interview will take place in person, likely the week after the first round of interviews.

Working for Open Rights Group

Values and Teamwork

Our values at Open Rights Group are based on the twin principles of promoting human rights and social justice. Our values are: human rights, accountability, transparency, justice, integrity, being adaptive and responsive, and knowledge sharing. We endeavour to make these values central to our day to day work culture.

Moreover, teamwork is crucial to ORG’s success. We value the different skills, experience and attributes that different members of staff bring but it’s when we work and set priorities together that we achieve real results.

At ORG, you will have a line manager, but you may also be part of different teams that will set tasks and priorities for you and other members of staff and discuss the overall strategy and objectives for projects and programmes.

The three qualities that we believe are key for effective team working are: humility,

team drive, and people skills.

Through evaluations and team work, we work to help encourage and develop these qualities.

Key Policies and Benefits

Four-Day Week

We are a four-day week organisation, with a flexible approach to working patterns. All employees are expected to work on Mondays and Tuesdays so we can more easily arrange whole-team meetings where necessary. Our core hours are 09:30-16:30. We try to be as flexible as possible and are open to employees arranging to work their contracted hours in the ways that suit them best, such as:

- Working four days per week (including Monday and Tuesday),
- Working five days per week, with a slightly reduced work day each day,
- Working five full days per week and then taking every fifth week off.

Working from Home

ORG does not have an office and all staff are expected to work remotely. This has many advantages: we can employ people from across the UK; it gives staff flexibility in how they work; and we save money that we would have to spend on an office. However, there are some challenges: it can be harder to form strong working relationships with colleagues; some people don't have a good environment to work in; and it can be more difficult to separate work and home life.

On balance, we think that the advantages of home working outweigh the disadvantages but we encourage you to talk to your line manager if you are finding it challenging.

While Open Rights Group will not cover all the associated costs of you working from home, we do provide a £26 per month "working from home" allowance to all employees.

We currently arrange space at an accessible co-working in North London once a month so that employees can connect regularly in person. While attendance is not mandatory, we offer support with travel costs for those not based in London so they can attend these London co-working sessions if they wish to. We are also open to considering arrangements for regular co-working in other parts of the country if this would facilitate improved opportunities for staff connection.

We also endeavour to meet in person as often as possible as a team for programme and organisational strategy planning events.

Annual Leave and Time off in Lieu

We offer 26.5 days annual leave, which includes public holidays to ensure fairness and consistency for any part-time staff. However, employees can choose to work a public holiday and take a day of TOIL to make up for the time if they prefer. In addition, the office is closed for a week over Christmas and New Year and this additional leave does not come out of employees allowances (apart from the public holidays included in this period). All employees can also take an additional day off for their birthdays.

We also have a Time off in Lieu (TOIL) policy, so that you can recover the time if you work outside of your normal working hours, e.g. evenings or public holidays.

Enhanced Parental Leave

All employees are entitled to 52 weeks of maternity leave. During the first 18 weeks of maternity leave, the employee will receive 100% of their monthly remuneration (which includes statutory maternity pay, or will constitute statutory maternity pay only where this is greater). For the next 21 weeks of maternity leave, the employee will receive statutory maternity pay (SMP), provided they satisfy the relevant requirements.

Line Management and Reviews

You can expect to have a regular weekly or fortnightly meeting with your line manager to check in on work, tasks, wellbeing and obstacles.

You will also work with your line manager to develop a work-plan which will summarise your key deliverables and be revisited at Quarterly and Annual review meetings.

You will have an Annual Review, which is the formal process by which you and your manager will look back at your progress throughout the previous year as well as planning for the next year.

You will also have quarterly reviews to review progress against your work-plan, plan for the coming quarter, and discuss workload, training, development and feedback.

Pay-bands and Progression

ORG has a pay-band policy which lays out salary bands that correspond with the level of responsibility you are taking for your work within the organisation, and defines the

mechanisms and procedures that will inform salary progression for all employees.

Salary increases are always dependent on available budget. The four mechanisms for salary increases currently outlined in our pay-band policy are:

- Cost of Living increases: these are determined annually, based on budget availability, and applied to all contracted employees.
- Incremental Increases: these are determined via the annual review process. All employees in post for more than 9 months are eligible if they can show significant progression and successful delivery of their work.
- Material Changes to scope, role, or job description: these can occur during formal review discussions, or if there is an agreed material change to an employee's job description. If changes are significant, this may result in changes to salary.
- "Acting Up" and development opportunities: at times an employee may get the opportunity to act up in a role and take on additional responsibilities at a more advanced level for a period of time, which may entail a temporary salary increase to cover the increased responsibilities.