Key details

Role: Operations Manager

Reports to: Executive Director (ED)

Location: Fully remote — flexible location, preferably within 2 hours from CET

Salary: £35k-£40k FTE (depending on experience)

Terms: Part-time (.6 FTE). The appointment is for a fixed term of three years.

About the IAMHRF

The IAMHRF has a unique mission: uniting mental health research funders around shared practices to accelerate the impact of mental health research. We have over 30 member and partner organisations and our current initiatives include: mapping the global mental health research funding landscape, driving the adoption of common measures and supporting the development of more unified practices around lived experience involvement in mental health research.

Building on our recent successes, we are looking to expand our network of members and partners, and deliver greater impact for them through: convening more virtual and in-person events to increase opportunities for knowledge sharing and collaboration; curating evidence and resources to inform priority setting and investment in mental health research; challenging practice, by promoting the development and implementation of new standards, and celebrating mental health research success stories from across the sector.

About the role

Working closely with the Executive Director, the Operations Manager will lead the management of IAMHRF’s operations, and organisations of virtual and in-person conferences and webinars. The postholder will work cross-functionally to support member engagement and communications activities.

Key responsibilities

• Operations: Ensuring seamless operations across all IAMHRF activities. Maintaining file sharing and project management systems for the (fully virtual) team and all IAMHRF Working Groups.

• Executive Director and Working Group support: Providing administrative support for ED and IAMHRF working groups by scheduling meetings, preparing agendas, supporting the preparation of documents and minutes, and processing expenses where needed.
• **Finance and contract management:** Liaising with external contractors and suppliers to develop contract terms, manage progress reporting and processing expense claims and invoices.

• **Event support:** Leading on all aspects of sourcing venue, suppliers, AV, speaker and delegate management for in-person events. Managing registration, reminder and speaker/delegate communications for IAMHRF’s virtual webinars and workshops.

• **Communications:** Supporting updates to website content and coordinating communications to our members and partners including both regular (our monthly members’ brief) and ad-hoc outreach.

• **Membership management:** Responding to membership/partnership enquiries and ensuring that the membership/stakeholder database is up to date. Leading the collection of annual membership contributions (issuing invoices, liaising with members re: payment format etc).

**The candidate**

Given the critical, externally facing nature of the role, it is important that you have excellent communication skills and are able to communicate respectfully and effectively with stakeholders from different cultural backgrounds, career stages etc. It is important that you are self-motivated and able to plan and prioritise a varied workload.

**Essential Skills and Experience:**
- Stellar interpersonal skills
- Strong attention to detail and time management skills
- Excellent organizational and project management skills
- Expert user of Outlook, MS Teams, MS Office, Zoom, Google Suite, Project management tools
- Strong numeracy with the ability to set and manage budgets and project plans
- Ability to work effectively within a small, virtual team, and collaborate to deliver a range of tasks

**Desirable Skills and Experience:**
- Previous experience of working in a membership-based or non-profit organisation
- First degree in or experience of working in psychology and/or mental health research related role

**Application process**

To apply, please send a CV (max 2 pages) and covering letter (1 page) to info@iamhrf.org, preferably as a single PDF document.

Recruitment will continue until the role is filled. Early applications are encouraged and interviews will be scheduled from March 11, 2024.