

Operations Manager: role description

Introduction

COPE is an independent UK Registered Charity dedicated to advancing ethical standards in journal publication internationally, and to providing support and advice to editors, authors, publishers, and professional organisations in the field of publication ethics. COPE has around 5000 members and has developed from an initial focus on biomedical publishing to cover all academic disciplines. We also have members around the world. The work of COPE is led by its governing Council which consists mainly of editors and publishers elected by the members and acting on a voluntary basis.

Candidates for the Operations Manager would be expected to demonstrate commitment to the professional values and probity of COPE; a track record in managing a similar charity, professional organisation or business. This person will also be expected to manage a part-time Administrator. We make no assumptions about the geographic location or specific working arrangements of the successful appointee, but expect them to be able to travel into London for quarterly Council meetings, the annual seminar, and other occasional meetings at reasonable expense. They will be expected to work from home or provide their own office space.

Outline job description and core components

- To attend to and oversee the general duties and functions of COPE
- To ensure COPE complies with financial and legal requirements as a UK registered charity
- To work with and on behalf of the Council, to coordinate the work of its officers, individual members and subcommittees
- To coordinate projects initiated by Council (such as the distance learning project, audit, seminars)
- To understand the needs of our individual and institutional subscribers, to develop COPE's strategy in relation to their needs and to consolidate and strengthen relations with major subscribers
- To develop a coherent and cost effective strategy to further international expansion of COPE's work, influence and reputation
- To ensure the financial security of COPE
- To act as a central point of reference and coordination for enquiries (including media enquiries)
- To work with Council to develop a communications and media strategy for COPE

Terms and conditions

COPE is broadly a "virtual" and internet enabled organisation, with one part time administrator who reports to the Operations Manager. The Operations Manager will report to COPE Council, usually via the Chair and other Officers (Vice-Chair, Secretary and Treasurer).