

JOB DESCRIPTION

Job Title: Co-Lead, Operations Team	Department: Operations
Reporting To: CGO	Job Type: Remote, part-time (5 hours a week) & Volunteer (unpaid)
<p>Job Objective(s) To co-lead the Operations function by ensuring effective project delivery, optimising systems and processes, and supporting organisational growth through strong coordination, structure, and team enablement.</p> <p>The Co-Team Lead (Operations) works in close partnership with the Operations Team Lead to oversee project management practices, improve operational systems, and support cross-functional collaboration across the organisation. This role combines hands-on project coordination with leadership responsibilities, including guiding team members, strengthening workflows, and driving accountability across initiatives.</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Co-lead the planning, coordination, and execution of organisational projects and initiatives • Oversee and optimise the use of project management tools (e.g., ClickUp or similar) to ensure efficiency and transparency • Support the design and implementation of operational systems, processes, and best practices • Monitor organisational and project-level progress, ensuring alignment with priorities and timelines • Provide guidance and support to project leaders and team members to improve delivery and accountability • Facilitate communication and alignment across cross-functional teams • Identify operational gaps and proactively implement improvements • Support team coordination, including meeting planning, follow-ups, and documentation • Act as a point of reference for operational troubleshooting and decision-making support • Act as Operations Team representative during Team Leads meeting, reporting updates, suggesting improvements, etc. • Act as People Manager for team members (Project Managers) 	
<p>Skills and Competencies</p> <ul style="list-style-type: none"> • Strong leadership and team coordination skills • Solid project management experience with the ability to oversee multiple initiatives and solid experience in operational structure designing and implementation, ideally from scratch • Strategic thinking with a hands-on, problem-solving mindset • Excellent organisational and prioritisation abilities • Strong interpersonal and communication skills • Ability to drive accountability and follow-through across teams • Adaptability and comfort working in a dynamic, evolving environment 	
<p>Other Qualifying Criteria</p> <ul style="list-style-type: none"> • Education: Relevant degree or equivalent experience in Project Management, Business Administration, or related field • Experience: Proven experience in project management, with exposure to team coordination or leadership responsibilities (2-3 years minimum) • Knowledge: Strong understanding of project management tools (e.g., ClickUp or similar) and operational workflow design • Time zone: GMT to GMT+4 	