

Operations Lead

Contractor — 12 days per month — fully remote (Ireland-based)

ABOUT BUSINESS FOR BIODIVERSITY IRELAND

Business for Biodiversity Ireland (BFBI) is a not-for-profit social enterprise, established with seed funding from the National Parks and Wildlife Service and the Department of Agriculture, Food and the Marine as part of the 3rd National Biodiversity Action Plan. We are Ireland's national platform helping businesses transition to nature-positive ways of working.

ABOUT THE ROLE

BFBI is growing. What started as a small project team is scaling into a structured organisation with a growing team of contractors, a widening portfolio of programmes, and increasingly complex funder and partner relationships. We now need an Operations Lead who can build the operational backbone that this growth demands.

This is not a maintenance role. Many of the systems, processes and structures this organisation needs don't exist yet — you will be building them from the ground up, not just running what's already in place. You'll move fluidly between strategic thinking (how should we structure our finance processes as we scale?) and hands-on delivery (setting up the tools, writing the policy, chasing the invoice). And as BFBI grows, we expect this role — and the person in it — to grow with it.

You will report directly to the Executive Director, work closely with the Board on governance matters, and take day-to-day operational leadership of a team of five contractors and growing.

WHO WE'RE LOOKING FOR

We're looking for a strong, independent operator — someone who enjoys the challenge of a growing organisation, takes ownership of problems until they're solved, and is energised by bringing order and momentum to new areas of work. You'll be comfortable setting your own priorities and working autonomously as part of a remote team.

You should be motivated by BFBI's mission, proactive by nature, and solution-focused under pressure, with a strong track record of delivering reliably and on time.

KEY RESPONSIBILITIES

Organisational Operations

- Own the day-to-day running of the organisation
- Design and implement operational policies, processes and procedures — building new systems where none yet exist
- Put in place the systems, tools and infrastructure BFBI needs to operate efficiently as it scales
- Manage contracts, suppliers and service providers
- Implement and manage a CRM system (HubSpot preferred) to track stakeholder, funder and partner relationships

Financial Management

- Lead budget planning, monitoring and financial reporting
- Oversee invoicing, expense management and financial administration
- Liaise with external accountants and auditors as required
- Lead or support the preparation and submission of grant applications
- Manage grant administration and ensure compliance with funder requirements

People and Team

- Lead recruitment, onboarding and development of staff and contractors
- Manage HR administration, including contracts, leave and performance processes
- Foster a positive, connected culture across a part-time, remote team

- Identify resourcing gaps as the organisation grows and lead workforce planning

Governance and Compliance

- Support the Board and Executive Director on governance requirements
- Ensure compliance with charity regulation, company law and relevant reporting obligations
- Maintain organisational records, policies and legal documentation
- Provide support to the Board Chair and Secretary where needed around meetings

Programme and Project Support

- Provide operational support across BFBI's key programmes and partnerships
- Support project planning, scheduling and delivery tracking
- Identify operational risks and develop mitigation plans
- Coordinate the team effectively across shared workstreams
- Support the development of new programmes and initiatives as BFBI's offering grows

Stakeholder and Partner Management

- Support relationship management with key funders, partners and stakeholders
- Assist in developing and managing partnership agreements and MOUs
- Represent BFBI operationally in external meetings where required
- Provide operational support for membership growth activities as capacity allows, including tracking and reporting on progress

Communications and Administration

- Oversee internal communications and team coordination
- Manage organisational calendar, scheduling and administrative systems
- Support external communications, events and reporting as needed

WHAT YOU'LL BRING

- Proven experience in a senior operations role, ideally having built processes and systems from scratch rather than only maintaining existing ones
- A demonstrated ability to work independently and take ownership — you're comfortable being the one who decides how something should get done
- Strong organisational skills and a bias towards action: you get things done in a timely fashion, without needing to be prompted
- Experience with budget management, financial administration and resource allocation
- Experience with CRM systems (HubSpot experience a strong plus) and other operational tools
- Comfort operating across both strategic and hands-on administrative work
- Experience managing or supporting a small, distributed team
- Working knowledge of non-profit or charity governance and compliance requirements (or a willingness to get up to speed quickly)
- Excellent written and verbal communication skills
- Experience identifying and securing grant funding, including researching opportunities and preparing applications
- A genuine interest in biodiversity, sustainability or the nature-positive business agenda
- Experience with company accounts (e.g. bookkeeping, financial statements) is useful — knowledge of SAGE accounting software is a plus — as is experience delivering or coordinating training
- Bachelor's degree in business administration, operations management or a related field is an advantage but not essential given equivalent experience

WHY JOIN BFBI

You'll play a foundational role in an organisation working at the leading edge of business and biodiversity in Ireland. You'll have real autonomy and real impact — the systems and processes you build will shape how BFBI operates for years to come. And you'll work alongside, and learn from, national and international experts in business, biodiversity and sustainability.

CONTRACT DETAILS

Engagement type	Self-employed contractor to BFBI
Time commitment	12 days per month
Day rate	€350 (approx. €50,400 per annum, based on 12 days/month)
Location	Fully remote — must be based in Ireland
Reporting line	Executive Director

As a contractor, you are self-employed and responsible for your own office, IT, travel, phone, taxation compliance and other working expenses. You have full control over how, when and where you carry out your work, provided the position remains based in Ireland, and you must provide your own equipment. Working with BFBI does not preclude you from providing similar services to other organisations. Further information on self-employment status is available from Revenue.ie.

HOW TO APPLY

If you're interested in the role, please send a CV and cover letter to manager@businessforbiodiversity.ie by 31st July. If you'd like to discuss the role before applying, contact the same address to arrange a call.