

## Job Description

**Title:** Operations Manager

**Location:** Remote, compatible with UK and Asian time zones

**Terms:** Full time - 6 months fixed term with intention to turn permanent

**Annual salary:** £35,000 to £40,000 (subject to experience)

Note: local cost of living and other relevant factors will be considered in final salary offer.

### Be part of something big from the ground up

The Blue Bond Accelerator (BBA) is building the market for blue bonds to unlock billions in ocean-positive finance - addressing some of the most urgent challenges of our time: ocean health, climate resilience, and vibrant coastal livelihoods. As a newly formed, fast-growing initiative, we offer a rare opportunity to help shape the future of ocean finance at scale. We're in start-up mode, which means we're building as we go - so we're looking for exceptional, mission-driven professionals who thrive in dynamic, entrepreneurial environments. If you're excited by the chance to deliver real-world impact while helping build a globally significant organisation from the ground up, we want to hear from you.

### About us

The BBA exists to accelerate the issuance of credible blue bonds by sovereign and corporate issuers globally. We build pipelines, boost ambition, elevate integrity, convene stakeholders and provide technical and market expertise to scale the use of blue bonds as a key solution for ocean and climate resilience. Launched in January 2025, the BBA is an exciting and growing initiative currently supported by a dedicated team of five part-time teammates. This position—one of our very first full-time roles—offers a rare opportunity to help shape not only your own role, but the future direction of the organisation as a whole.

### About the role

Reporting to the Co-Executive Director, the Operations Manager will play an essential role in establishing the BBA as an efficient and effective organisation through establishing a range of internal processes as well as our digital strategy. You'll be responsible for shaping and strengthening the foundations of the organisation to enable it to successfully deliver its mission. Whether it's overseeing financial and risk management or designing processes to help manage projects or enable us to seize the full potential of technology and AI, your work will directly contribute to driving capital toward the communities and ecosystems that need it most.

This is a unique role for someone who is willing to roll up their sleeves and bring their combination of start-up management skills and understanding of finance, policy, and not-for-profit experience. As the organisation grows the potential for this role to grow in terms of scope and responsibility, is high.

### Key Responsibilities

- Design and implement a stakeholder management system tailored to the needs of a growing, impact-driven organisation.
- Oversee relationships with core service providers (e.g. website developers, accountants, legal and HR advisors), ensuring quality, value, and alignment with BBA's needs.
- Support the development of digital tools and resources that enhance engagement and usability for BBA and our external stakeholders.
- Identify, introduce, and manage appropriate technological solutions to improve internal workflows — such as AI-powered tools for meetings, communications, and task management.
- Lead the establishment of internal systems for financial oversight and risk management, with a focus on setting up robust, scalable processes rather than direct financial execution.
- Provide proactive organisational support across teams, strengthening day-to-day operations and helping lay the groundwork for a reliable, efficient, and resilient organisation.

## Person specification

### Essential experience and skills

These are critical for success in the role:

- Strong operational management experience in start-up or fast-growing environments including previous involvement in setting up systems in an early-stage organization (e.g., finance platforms, HR tools, CRM systems).
- Excellent project management and organizational skills, with the ability to design and implement systems, processes, and workflows.
- Experience and affinity with digital technology and AI
- Experience working across multiple functions (e.g., HR, finance, governance, compliance) in a small or growing organization.
- Hands-on, pragmatic mindset, with a willingness to roll up sleeves and deliver in a dynamic, evolving setting.
- Clear, concise communication skills, both verbal and written.
- Collaborative team player, able to work effectively with senior leadership, external partners, and remote teams.
- Strong alignment with BBA's mission to scale credible blue finance and drive real-world ocean and climate impact.
- 

### Desirable experience and skills

These add value but are not mandatory:

- Experience in the not-for-profit or mission-driven sector, especially with international or climate/ocean organizations.
- Understanding of sustainable finance or environmental policy, particularly related to climate or ocean issues.

- Familiarity with donor-funded initiatives or experience managing grant compliance/reporting.
- Financial acumen, including budget management, reporting, and risk oversight.
- Knowledge of governance and legal frameworks relevant to international NGOs or start-ups.
- Experience working with diverse global teams, including in emerging markets or across time zones.
- Comfort with ambiguity and change, and a proactive mindset in shaping new structures and roles.

### **Attributes we value**

- A collaborative, proactive working style.
- Ability to thrive in ambiguity and a fast-moving environment.
- Commitment to the mission of advancing ocean and climate solutions.

### **What we offer**

- A unique opportunity to help shape a high-impact global initiative.
- A dynamic and flexible working environment.
- Competitive salary, pension contribution, 4 weeks annual leave, and other benefits.
- The chance to work alongside leading ocean, climate, and finance experts.

### **How to apply**

Candidates must be eligible to work in the country they choose to live in. The Blue Bond Accelerator cannot sponsor any visa applications.

Please upload your CV, a short cover letter explaining why you are interested in the role and provide answers to the questions included in [our recruitment portal here](#).

The closing date for applications is August 14<sup>th</sup> with interviews taking place in September. Note, applications will be assessed on a rolling basis until the closing date.

### **Before you apply**

We'll only use the information you provide to process your application. By uploading your CV and covering letter, you are permitting the BBA to use the information you have provided for recruitment purposes.