

## **The SERP Institute: Operations Manager (Part Time)** **(<https://www.activelink.ie/node/114480>)**



### **About The SERP Institute**

The SERP Institute is Ireland's only independent research body dedicated to the study of commercial sexual exploitation. We are a centre of excellence in generating evidence and informing policy to combat the harms of all forms of commercial sexual exploitation to women and girls, to communities and to society at large. Please visit [www.serp.ie](http://www.serp.ie) (<http://www.serp.ie>) for more information.

### **About the Operation Manager role**

The Operations Manager, reporting to the Director, ensures the smooth-running of The SERP Institute, undertaking a number of organisational tasks that support the Institute in delivering on its vision of a world where everyone can live their lives free from commercial sexual exploitation. The Operations Manager leads on the operational running of the organisation, including finance, governance, reporting and administration.

**Reports to:** The Director

**Hours and location:** This is a part-time role, 2.5 days per week, one day per week in the Institute's office in Sandyford, with the option to work flexible hours and to work remotely for the other 1.5 days.

**Terms and conditions:** This is a 2.5 day per week post (17.5 hours) with a six-month probation period. The initial contract will be for 1 year with the possibility of extension, subject to funding.

**Salary:** €49,280 per annum, pro rata – €24,640 per annum for 2.5 days per week.

**Download the job description below.**

### **How to apply**

Review the job description above and send your CV and a covering letter illustrating how your skills and experience meet the requirements of this position to [info@serp.ie](mailto:info@serp.ie) (<mailto:info@serp.ie>)

Closing date for applications: **Friday 11th April 2025 at 5pm.**

#### **Region**

Sandyford, Dublin 18

#### **Date Entered/Updated**

18th Mar, 2025

#### **Expiry Date**

11th Apr, 2025

#### **Attachment**

[The SERP Institute - Operations JD FINAL.pdf](#)

#### **Size**

164.25  
KB

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**Source URL:** <https://www.activelink.ie/vacancies/community/114480-the-serp-institute-operations-manager-part-time>