



RABBI ACADEMY OF ADVANCE STUDIES

Contending for Spirituo-Mental Transformation

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1 JOB DESCRIPTION

Job Title: Director of Operations (DOO)

Organisation: RAAS – Rabbi Academy of Advanced Studies

Location: Hybrid – Hull, United Kingdom / Remote Global Coordination

Reports to: Chief Executive Officer (CEO)

Salary: Competitive – Commensurate with Experience

Contract Type: Full-time, Permanent

Purpose of the Role

The Director of Operations will provide strategic and operational leadership across RAAS, ensuring that the Academy's vision — to advance education, leadership, and professional development across global learning communities — is delivered effectively and sustainably.

This role oversees all operational functions, including finance, HR, compliance, programme delivery, and international partnerships, ensuring that RAAS operates efficiently, ethically, and with measurable impact.

Key Responsibilities

Strategic Leadership

- Support the CEO and Board of Trustees in developing and implementing RAAS's strategic plan.
- Translate organisational goals into actionable operational objectives and performance indicators.
- Lead the development of long-term business models that ensure scalability and financial sustainability.

Operational Oversight

- Oversee day-to-day operations across all RAAS departments — administration, finance, HR, and programmes.
- Establish and maintain efficient systems, policies, and quality frameworks for academy operations.
- Ensure compliance with UK education, data protection (GDPR), and CPD accreditation standards.
- Monitor organisational performance using data-driven KPIs and regular reporting.

Financial & Resource Management

- Work with the Finance Lead to manage annual budgets, forecasts, and expenditure monitoring.
- Oversee procurement, contracts, and resource allocation to support cost efficiency.
- Ensure transparent and compliant financial practices in line with charity and corporate governance.

People & Culture

- Lead and develop a multidisciplinary operations team.
- Build a positive and inclusive organisational culture that reflects RAAS values.
- Oversee recruitment, staff training, and continuous performance development frameworks.

Programme Delivery & Partnerships

- Support the design, coordination, and evaluation of RAAS programmes, workshops, and CPD-accredited courses.
- Maintain strategic partnerships with academic institutions, CPD bodies, and professional training networks.
- Represent RAAS in key stakeholder meetings and public engagements.

Risk & Compliance

- Ensure all operational activities comply with legal, ethical, and regulatory frameworks.
- Identify operational risks and implement effective mitigation and business continuity strategies.





2 PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	Bachelor's degree in Business Administration, Management, Education, or related field	Master's in Leadership, Education Management, or MBA
Experience	Minimum 5 years in senior operations or project management role	Experience in educational, nonprofit, or training organisation
Strategic Planning	Proven ability to translate organisational vision into strategic plans	Experience contributing to board-level discussions
Financial Management	Experience managing budgets, financial planning, and audits	Experience with donor-funded or grant-based projects
Leadership & People Management	Demonstrable experience leading multidisciplinary teams	Coaching or leadership development certification
Compliance & Governance	Strong knowledge of UK regulatory frameworks, data protection, and risk management	Experience managing CPD-accredited or training programmes
Communication Skills	Excellent verbal and written communication, negotiation, and presentation abilities	Public speaking or stakeholder engagement experience
Technology & Systems	Proficient in digital management systems (Google Workspace, MS Office, CRM tools)	Familiarity with LMS or online education platforms
Personal Attributes	Strategic thinker, ethical leader, problem solver, adaptable, culturally sensitive	Passion for education, innovation, and leadership development

