Head of Operations and Programmes (brief)

The Palestinian Initiative for Climate Strategy is a Palestinian-led climate strategy organisation working through research, political education, culture, organising and policy advocacy. Our work connects Palestinian liberation and the right of return with struggles against colonialism, imperialism, militarism, fossil capitalism and ecological destruction.

Coordinate PICS's day-to-day work so that **research, political education, movement work and partnerships have clear responsibilities, realistic schedules and reliable administrative support**. This is a part-time leadership role focused on current commitments and the practical arrangements needed to deliver them.

Working alongside Political Strategy and with the Treasurer, you will maintain the shared workplan, budget and grant records, help colleagues resolve delivery problems and follow through on agreed decisions.

Remuneration:	Paid part-time appointment. Please contact info@palclimateinstitute.org for remuneration details before preparing your application.
Hours:	15 hours per week, including meetings and administration, with an agreed work schedule and contact times.
Duration:	Initial six-month term. Any extension depends on funding, organisational need and agreement.
Start:	Late November or December 2026, by agreement.
Location:	Remote, with agreed overlap with Palestinian and UK working hours. Travel only where agreed, funded and safe.
Closing date:	Sunday 15 November 2026 at 23:59 UK time (GMT).

Priorities for the first six months

01 A shared workplan identifies current commitments, responsible colleagues, deadlines and decisions needed, with workloads matched to paid time.

02 The Treasurer and project leads have regular updates on budgets, cash, commitments and reporting deadlines, with outstanding issues clearly identified.

03 Contracts, onboarding records and handovers are organised, and routine coordination continues without every decision returning to one person.

Responsibilities

- Maintain the organisational workplan. Coordinate deadlines and dependencies, agree priorities with colleagues and flag work that exceeds available time or funding.
- Support delivery across the agreed programme portfolio. Coordinate contributors, logistics and reporting with project leads, who retain responsibility for the substance of their work.
- Prepare contributor briefs and contract requirements. Coordinate recruitment and onboarding, track deliverables and contract end dates, and refer agreements to authorised signatories.
- Maintain management budgets, cash forecasts and grant allocations with the Treasurer. Prepare a concise monthly update and flag funding gaps, overdue payments and proposed changes requiring approval.
- Keep invoices, expense evidence, commitments and payment requests organised. Maintain a clear record of which grant supports each cost and prepare records for independent checking.
- Maintain accessible records of agreements, reporting deadlines, decisions and permissions. Work with colleagues on the activities inventory, learning records, project closeout and handovers.
- Support colleagues with workload planning and practical arrangements for remote work. Apply agreed safeguarding, confidentiality and information-security procedures, and escalate concerns.
- Prepare concise operational updates for leadership and the Board. Track decisions and actions, identify recurring problems and help implement agreed policies and improvements.

Specification

01	Working relationships	An executive Operations role alongside the Political Strategy lead, accountable to the Board. Work with Research, Communications and Movement colleagues, project leads and the Treasurer. A designated Board contact will agree objectives and review workload. Coordinate delivery across the team; substantive research and programme decisions remain with the relevant leads.
02	Scope	Prioritise the shared workplan, budget and cash monitoring, contract records and reporting within 15 hours a week. The Treasurer retains financial oversight. Spending, contracts and independent reconciliation follow agreed responsibilities. Specialist accounting and legal services fall outside this role; identify where that support is needed. Additional work requires reprioritisation or separately agreed paid time.
03	Appointment terms	Final remuneration, working arrangements, responsibilities and terms will be confirmed in writing before appointment.

Experience and skills

- Understanding of Palestinian liberation, the right of return and climate justice, and the ability to apply PICS's commitments responsibly in organisational work.
- Evidence of running operations for an organisation, programme or substantial collaborative project, including coordinating people and making practical decisions with limited resources.

- Practical experience maintaining budgets, cash forecasts, grant records and expenditure evidence, with confidence using spreadsheets and recognising when specialist advice is needed.

- Strong working Arabic and English for written communication, meetings and coordination with colleagues and partners.

- Sound judgement about confidentiality, safeguarding, consent and financial controls, including when to seek advice or escalate a decision.

- Ability to prioritise within a part-time workload, organise shared records and follow up decisions reliably in a small remote team.

Experience with grant-funded organisations, remote teams, community programmes or Board reporting is useful. No particular academic or accounting qualification is required; practical experience matters.

We welcome applications from Palestinians in Palestine and across the diaspora, and from others with relevant knowledge and experience. We assess applicants against the role criteria. Experience gained through organising, independent research or community work is valued alongside employment and academic experience.

How to apply

Send your application to info@palclimateinstitute.org by Sunday 15 November 2026 at 23:59 UK time (GMT). Use "**PICS OPS application**" as the subject.

- A CV of no more than three pages.
- A statement of up to 600 words explaining a project or organisation you helped coordinate, your own responsibilities and one operational or financial system you improved.
- One existing relevant work sample, public link or brief description, such as a workplan, programme report or operational procedure. Explain your contribution and redact sensitive information. No new work is required.
- Your country of work, time zone, availability for the stated hours and earliest start date.

If you need an adjustment to apply or take part in selection, contact the same address. Please explain the adjustment needed; there is no need to include a medical history with your application.

Selection

Shortlisted applicants will be invited to a structured interview. If a separate assessment is needed, its scope, time limit and payment will be agreed in advance. We will not use application or assessment work operationally without a separate agreement. References will be contacted only for finalists and with permission.

Share only work you are entitled to disclose; public links and redacted extracts are welcome. Do not send identity documents, bank details or third-party personal information.