

Role: Business & Operations Manager

Location: Flexible (remote)

Overview

Ocean Vision Legal (OVL) is an international law firm specialising in Ocean protection and its intersections with Climate and Human Rights law. We take direct legal actions to hold actors accountable and enforce existing Ocean protection obligations (Ocean Litigation), advocate for new laws that acknowledge the intrinsic value of the Ocean (Ocean Rights) and provide pro bono consultancy for coastal and oceanic communities who are most affected by the adverse impact of human activities on the Ocean (Ocean Guardianship).

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Role description

We are looking for a Business & Operations Manager to start as soon as possible. Working closely with our founder & Managing Director, Anna, the Business & Operations Manager will oversee all day-to-day operations for the firm, setting up new processes and optimizing internal workflows, aligning departments' priorities to optimize the use of resources, and ensuring the firm shows up consistently across channels and platforms. The Business & Operations Manager's goal is to run smooth operations to allow the rest of the team of lawyers and legal experts to focus on their core expertise: practising the law.

The responsibilities of this role include, but are not limited to:

- **Administrative oversight (40%)**
 - Create and send invoices and donation acknowledgement letters to clients and funders, ensuring accuracy and timely client reporting.
 - Prepare and organise financial documentation for bookkeeping, including invoices, receipts and supporting records, working closely with tax consultants.
 - Oversee time recording processes, ensuring all data is submitted and generating reports to support client billing.
 - Improve documents and legal knowledge management systems and processes for greater efficiency.

- Oversee tech subscriptions, including upgrades, renewals and cancellations as appropriate.
- Help select, develop and implement new technology solutions.
- Oversee the financial tracking system of the firm to ensure visibility and accountability on incoming and outgoing payments, with the goal to maintain the firm's financial stability by anticipating major investments and course-correct redundant expenses.
- **Human resources & team coordination (30%)**
 - Work in collaboration with the different departments to assess workforce needs.
 - Have regular check-ins with each team member.
 - Coordinate recruitment and interview processes, onboarding of new hires, including training them on the internal processes and tech tools used by the firm.
 - Oversee HR operations, including proposing and enforcing changes in the firm's HR policies, refunding team expenses, processing bonuses and allowances, and maintaining relationship with the firm's Employer of Record (Remote), paying salaries.
 - Track team schedules, holidays and important dates to ensure smooth firm operations.
 - Coordinate monthly team meetings, including distributing notes and to do's.
 - Propose and coordinate team knowledge-sharing sessions, based on the team's needs.
 - Oversee the team's events tracker and attendance, including advising team members on whether their attendance at certain events is strategic and helping coordinate travel logistics for team members and guest speakers.
 - Coordinate the annual performance review process, and help set realistic yet ambitious goals and KPIs for departments and team members based on the firm's strategic priorities.
- **Strategic projects management (20%)**

Work closely with our founder, Anna, to help lead cross-functional, strategic projects, such as trademark applications; selection and deployment of new AI tools; acquiring accreditation for key global events; investigating cybersecurity risks and improvements; securing fiscal sponsorship; setting up and coordinating an Advisory Board and more.

- **Communications (10%)**

- Oversee and run the firm's social media presence, including working with the team to create a steady stream of high-quality content tailored to a range of different audiences.
- Ensure the firm shows up with a consistent brand identity across different channels and platforms, including creating and editing fundraising decks and presentations in line with the team's needs. Create templates for policy briefs, presentations etc (Canva).
- Coordinate the creation and dissemination of key communications pieces, such as Annual Reports, concept notes and policy briefs, with the goal to build the firm's thought-leadership.
- Maintain and update the firm's website (Webflow).
- Create template email responses for frequently asked questions and respond to inbound queries.
- *Tbd: Launch and manage the OVL newsletter (Mailchimp, tbd).*
- *Tbd: Set up a PR strategy and maintain relationships with key media outlets, including writing and publishing press releases (tbd).*

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Contract type, start date, salary

- This position can be structured as either a permanent employment contract or a freelance engagement, depending on the candidate's preference. In either case, our intention is to build a long-term working relationship and provide meaningful opportunities for professional growth and career development within OVL.
- Start time is flexible, with a preference of commencing work in **November 2026**.
- Working hours: 32 hours per week, spread across 4 or 5 working days.
- Note: the job is entirely **remote**.
- Salary: EUR 60,000 - EUR 70,000 gross p.a., depending on experience.

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What we're looking for

Required qualifications

Please only apply if you genuinely think you meet these criteria.

- 3+ years of relevant professional experience in operations, communications, advocacy, campaigning or organisational management, ideally within an NGO, mission-driven organisation or similarly fast-moving environment.
- Strong organisational and operational skills, with the ability to manage multiple workstreams, systems, deadlines and administrative processes reliably and with close attention to detail.
- Experience taking ownership of business operations processes such as invoicing, expense management, HR administration, recruitment, onboarding and coordination with external service providers.
- Strong communications skills and excellent written English, with the ability to adapt content for different audiences and formats, including internal communications, funder updates, website copy, presentations and social media.
- A strong instinct for advocacy, campaigning and public-facing communications, and an understanding of how mission-driven organisations build visibility, credibility and engagement.
- Strong creative and visual judgement, with the ability to develop engaging communications materials and contribute ideas for campaigns, content, presentations and OVL's broader public presence.
- Confidence working with digital tools and the ability to learn new platforms quickly.
- Excellent project-management skills and the ability to move comfortably between strategic projects and detailed day-to-day execution.
- A high level of initiative, independence and ownership, including the ability to identify what needs to be done, propose solutions and execute tasks without close supervision.
- Strong judgement and the ability to prioritise effectively in a small organisation where responsibilities are varied and priorities can evolve quickly.
- Significant experience working in fully remote teams, with a clear understanding of the opportunities and challenges of remote work.
- A collaborative and service-oriented mindset, with an understanding that a central purpose of this role is to make the wider organisation run effectively and enable OVL's legal team to focus on its core work.
- Cross-cultural sensitivity and the ability to work respectfully with an international team and with external partners across different cultural contexts.

Preferred qualifications

- Experience in fundraising and business development.
- Good knowledge of or established network in the NGO and environmental sector, ideally including the Ocean protection field and its key organisations, funders and stakeholders.
- Previous experience specifically within the Ocean protection, environmental, human-rights or public-interest sector.
- Experience working directly with a founder, CEO or senior leadership in a small or growing organisation.
- Hands-on experience with Webflow, Canva and similar website, design or communications tools.
- Experience coordinating international events.

Above all, a deep commitment to protecting the Ocean and enthusiasm for helping build an ambitious, purpose-driven organisation.

At Ocean Vision Legal, we are a small but highly motivated team driven by purpose and passion for protecting the Ocean. **We expect every team member to bring initiative and commitment to their work.** Our projects often require creativity, persistence and a proactive mindset, and we value colleagues who take ownership, think independently and contribute positively to our collaborative spirit. We seek people who are not only excellent in their field but also deeply motivated by our mission and ready to grow with us as we expand our impact.

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How to apply

To apply, please fill in the [application form](#).