Dear Candidate,

Thank you for your interest in our COO role. I set up Lie Detectors in 2017 to encourage young people to sort fact from fiction because I was concerned about what happens to democracy when facts lose their value.

Within three years Lie Detectors has gathered an excellent team and a community of more than 200 journalists delivering our award-winning work in hundreds of classrooms and across multiple countries. I am now looking for a senior colleague to take it to the next level: to help think through strategic priorities and to put in place the systems and processes we know we will need to deliver our ambitious programme in the coming years.

You can read the full role profile below. If you are an experienced and resourceful manager who wants to make an impact then we would love to hear from you.

Yours sincerely,

Juliane von Reppert-Bismarck

To apply please send your CV and a cover letter in English outlining how your past experience equips you for the role by midnight CET on 10 May 2020 to jobs@localknowledge.be
Role profile Chief Operating Officer

Time: 80%

Salary 70,000-80,000 euros (pro-rata) plus benefits

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<thead>
<tr>
<th>Role Title</th>
<th>General manager /COO</th>
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<td>Reporting to</td>
<td>CEO</td>
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<td>Direct reports</td>
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<td>Date</td>
<td>April 2020</td>
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<td>Responsibilities</td>
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| Manage budget, accounting and HR systems | Oversee the work of the book keeper and the external accountant  
Ensure production of timely monthly management accounts  
Oversee budget process in all country offices and compile our annual budget  
Oversee annual financial reporting and audit  
Supervise monthly payroll  
Ensure maintenance of appropriate HR files, systems and processes  
Develop and manage an internship programme  
Liaise with our legal teams on issues of HR, privacy/data protection, contracts, compliance; |
| Identify, commission and embed robust data-management and IT systems | Lead transition from Excel to CRM (in consultation with senior management) including  
Evaluate proposals; Commission new system and manage both building and roll-out phase.  
Ensure adequate staff training  
Manage a continuous improvement programme |
| Manage operations across all country programmes | Ensure seamless information transfer in both directions and consistency of country operations |
| Support fundraising and grant applications and reporting | Assess needs and helping develop longer term approach  
Manage fundraising systems development  
Manage monitoring and reporting on funding |
| Create systems to manage logistics and relationships with educators, journalists and partners & ensure continuous improvement | Develop a system for the automated scheduling of classroom visits:  
Request for Proposals, including from User Experience Designers  
Recommend a system solution that can be implemented in 2020, with view to integration with ERP/CRM, website  
Research and commission other systems as required |
| Maintain and develop knowledge of EU media landscapes | Help plan strategic media partnerships as part of project’s country expansion |
| Governance | Ensure organisational knowledge is current and accurate with respect to our Bylaws and Belgian law.  
Prepare and attend Board and GA meetings as part of SMT  
Present budget and financial reports |
Essential skills and knowledge

- Senior operations management experience
- Flawless verbal/written communication skills in English
- Experience in selecting, commissioning and implementing CRM systems and other operational systems set up projects
- IT project management experience and knowledge
- Project and time management skills
- Financial training and experience (gained in an accounting or finance role)
- Advanced negotiation skills

Desirable skills and knowledge

- Knowledge of EU’s media landscape
- German – comprehension and basic drafting
- Other languages such as French are an advantage
- Experience of Salesforce
- Knowledge of Belgian NGO and social law.

Behaviour

- Resourcefulness across areas of responsibility
- Feel comfortable in a start-up environment
- Take responsibility
- Proactive, collaborative and self-organised
- Driven and focused on Lie Detectors’ mission
- Dynamic, imaginative and creative
- Ethical and thorough
- Professional and respectful teamwork
- Encourage excellence on all levels of the organisation
- Honest and transparent

Some travel within Europe required