

Operations Manager

Reports to: OJC Executive Director.

Location: Fully remote. Some flexibility as to country of residence, although must be based in a location within easy reach of European destinations.

Hours: Full-time

Contract: Permanent

Salary: £38,000 - £55,000 per year, depending on experience and country of residence.

The Open Journals Collective (OJC) is looking to appoint an Operations Manager to support the Directors and Executive Team running this exciting new organisation.

We are looking for someone who is passionate about working in open access publishing and enjoys working with international stakeholders. The role will involve working closely with the OJC Directors and Library Engagement Lead as the Open Journals Collective transitions from a Community Interest Company to a UK-based charity. You will support the administration of committee and board meetings, coordinate working groups, maintain efficient record keeping for financial data, and contribute to the continuous improvement of organisational processes, documentation, and service delivery.

We are looking for someone to support engagement work remotely in UK/EU and US locations/time zones. The successful candidate can start from 16th February, or as soon practicable thereafter. This position is permanent.

Closing date: Tuesday 6th January 2026 (12:00 midday GMT).

About the Open Journals Collective

The Open Journals Collective is a major new international organisation that provides the investment infrastructure to support university-based open access journals publishing. Incorporated as a UK-based Community Interest Company (CIC) in May 2025, we are a community-governed organisation advocating for transformative change in academic publishing. Working closely with academic journals, scholar-led publishers, university leaders, funding agencies, and libraries, we are scaling up the migration of journals away from commercial models to non-profit diamond open access.

The OJC launches in January 2026 with a collection of c.300 diamond open access journals in the arts, humanities, social sciences, science, engineering, technology, and maths. We have 15+ publishing partners and a volunteer network of c.50 librarians, academics, and scholar-led publishers.

The Open Journals Collective is committed to building diverse teams, with people from a range of backgrounds. Equity, inclusion and diversity are core values for us and the communities we support. We strive to ensure that our team reflects these values.

Role Purpose

The Operations Manager will act as the central operational support for the organisation, ensuring the smooth and effective running of all administrative functions. As the sole administrator, the post-holder will support committees and working groups, maintain robust administrative systems, manage fund awarding processes, and contribute to the delivery of key organisational activities. This role is essential to maintaining high standards of service for members, applicants, trustees, and external stakeholders.

Key Responsibilities

1. Committee Support

- Attend committee meetings, working groups, and away days, providing administrative support and taking accurate notes/minutes as required.

- Coordinate the activities of working groups, including scheduling meetings, managing communications, and supporting their operational needs.
 - Prepare and circulate meeting agendas, papers, and action logs.
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2. General Administration

- Maintain efficient and compliant record-keeping systems in line with data protection regulations (e.g. GDPR).
 - Support the planning and delivery of ad hoc projects as directed by the Directors or Executive Team.
 - Effective and timely financial administration, including preparing quotations, raising invoices, liaising with accounting staff, and record-keeping.
 - Oversee general enquiries and ensure smooth day-to-day running of the charity's administrative functions.
 - Contribute to continuous improvement of organisational processes, documentation, website and service delivery.
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3. Journal Funding Administration

- Serve as the primary point of contact for all funding-related enquiries from OJC journals and publishing members receiving financial support, responding professionally and promptly.
- Administer and process funding applications in accordance with agreed timelines and established criteria.
- Maintain accurate and up-to-date records of current and past funding recipients.
- Update the charity's website and promotional materials with current funding information and opportunities.
- Review and refine funding administration procedures to ensure clarity, consistency, and efficiency.

- Prepare regular reports on funding awards for trustees, committees, and contribute to the Annual Report.
 - Compile and distribute a regular funding e-bulletin to promote opportunities and share updates.
 - Monitor and track the funding budget, flagging variances and assisting with financial forecasting.
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4. Publisher and General Support

- Publisher engagement and support, including being first point of contact for OJC Publisher Members and answering incoming queries
- Collaborate with the Library Engagement Lead in
 - the administration of the Community Hub
 - the management of social media accounts
 - publicly advocating for a fairer, more sustainable future for diamond Open Access journals publishing.
 - other general and ad-hoc tasks as necessary for the successful operations of the OJC

Person Specification

Essential Skills and Experience

- Proven experience in administrative roles, ideally within the charity, academic, or public sectors.
- Strong organisational skills with the ability to manage multiple priorities independently.
- Excellent written and verbal communication skills.
- Experience handling confidential information and maintaining data protection compliance.
- Competence in using office software (e.g., Microsoft Office, Google Workspace, Discord or Slack) and content management systems.

- Strong attention to detail and accuracy in record-keeping and financial tracking.
- Ability to work autonomously as the primary administrative support for the organisation.

Desirable Skills and Experience

- Experience administering grants or funding programmes.
- Minute-taking and committee support experience.
- Experience organising events and meetings.
- Familiarity with charity governance and reporting requirements.
- Understanding of budgeting or basic financial processes.

Personal Attributes

- Self-motivated, proactive, and comfortable working independently.
- Flexible and adaptable, with the ability to respond to changing priorities.
- Professional and personable, with strong stakeholder-management skills.
- Commitment to the charity's mission and values.

Salary, term & benefits

- £38,000 - £55,000 per year, depending on experience and country of residence.
- Start date: 1st February 2026, or as soon as practicable thereafter.
- Permanent position.
- Full time.
- Some flexibility as to country of residence, although must be based in a location within easy reach of European destinations.
- 25 days annual leave per year, plus national holidays.
- A working pattern that is flexible and predominantly remote.
- Option to join workplace pension scheme (or equivalent for non-UK employees).

Application process

Open Journals Collective is committed to building diverse teams with people from a range of backgrounds. Equity, inclusion and diversity are core values for us and the communities we support. We welcome applications from members of underrepresented groups and can support family-friendly and flexible working policies.

Applicants are invited to send a cover letter (2 to 3 pages) and CV to jobs@openjournalscollective.org. Questions relating to the role can also be directed to this address.

Some important notes:

- In your CV, please include the name and email address of two individuals who could provide a reference. These would only be contacted with your consent if you were invited to interview.
- Applications will be assessed on the degree to which your profile aligns with *each* of the essential and (if relevant) *any* of the desirable skills/experience we are looking for. You should therefore clearly address these criteria in your cover letter and/or CV, as relevant.