



Wikimedia CH is a not-for-profit association, the Swiss chapter of the international Wikimedia Movement, bringing people together with the aim of disseminating free knowledge for a smart and open society, in particular through the Wikipedia encyclopedia and other associated projects. We are a collaborative and accountable association representing the interests of our multilingual communities in Switzerland.

As a grassroots organisation, with each team member's empowerment through an agile structure and mindful environment at its heart, Wikimedia CH currently employs fifteen people part-time and works with an engaged community of members and volunteers.

We are now seeking an experienced and dynamic individual for this newly created role, who shares our vision, to join our team as:

Operational Team Lead for Switzerland, 80-100 %

This position will play a critical role in managing the organisation's day-to-day operations reporting to the CEO, taking over the tasks of steering operations, legal and compliance proceedings and processes as well as other internal functions of the organisation as needed, as well as ensuring that goals are met and impact is measured

In this exciting senior role you will work closely alongside the CEO of the organisation, and be part of and support the CEO in the management of the Lead Team

If you fluently speak and write the various languages of Switzerland and are a mindful, seasoned and hands-on leader, with solid project management experience with excellent understanding of ICT, then we are looking forward to hearing from you!

YOUR RESPONSIBILITIES

Overall organisational support and operational leadership

- Oversee and optimise the organisation's operational processes and systems to maximize efficiency, impact and effectiveness
- Develop and implement policies and procedures to streamline operations across the different programmes
- Identify areas for improvement and implement solutions to enhance organisational performance
- Ensure project and/or programmes are managed efficiently
- Align budgets and forecasts of spendings and monitor outputs
- Foster a culture of continuous improvement and mindfulness within the organisation
- Supervise and monitor staff development and progress
- Ensure the development of actionable team members' succession plans.
- Act as the CEO Deputy when required

Ensuring WMCH is aligned with legal and compliance requirements.

- Enhancing GDPR processes
- Ensuring compliance with applicable rules (contracts with WMF, Legal requirements in CH, etc.)
- Ensuring compliance with legislation, data privacy requirements in place (website, donor website, GDPR, social media)
- Connect GDPR related efforts with ICT security, risk management and internal ICT policies

Financial Management:

- Work closely with the other Lead Team members to develop and manage the annual budget
- Ensure budget provisions are met and needs are planned in a timely manner
- Monitor financial performance, analyse variances, and ensure financial stability and sustainability
- Support the team in its fundraising efforts
- Identify the financial support that is needed and potential sources for that support
- Help overseeing the financial programmatic reporting, ensuring accuracy, transparency, and compliance with relevant regulations and standards

As Operational Team Lead:

- Supervise and manage internal daily requirements of the organisation
- Help move strategical initiatives forward
- Look into new trends and opportunities for the organisation
- Foster a collaborative and inclusive work environment that promotes teamwork, professional growth and engagement
- Help setting performance goals and conducting regular performance evaluations, also providing feedback to enhance individual and team performance
- Directly support the CEO in all aspects of operations

YOUR PROFILE

Mandatory Job-related skills/competencies:

- Fluent in (Swiss) German (at least C1), English (at least C1) and French (at least B2); nice to have: Italian (B1/B2).
- Proven experience (at least 7-10 years) in a leadership role with senior management and operational responsibilities, preferably in the non-profit sector.
- Strong writing/speaking skills in the relevant languages (clarity, focussed, expression, results-oriented), 5 years +.
- Willingness to work on flexible work schedules (also sometimes evenings and weekends), due to the nature of Wikimedia CH's work.
- Solid financial management skills, including budgeting, financial analysis, and risk management.
- Excellent leadership and team management abilities, with a focus on fostering a positive work culture.
- Knowledge of the non-profit sector, including fundraising strategies, compliance requirements, and governance practices.
- Strong analytical and problem-solving skills, with the ability to make informed decisions and manage competing priorities.

- Commitment to the mission and values of Wikimedia CH.
- Availability for regular travel within Switzerland.

People skills/competencies:

- Strong intercultural competence and a “can do” attitude
- Self-starter, pro-active, and results-oriented with an excellent capacity to organise him/herself
- A “thick skin” and effective conflict management skills
- The capacity to work effectively in a virtual team, to delegate and to share
- Strong online collaboration skills
- Good understanding of technology (IT, wiki, social media)
- Ability to build relationships with diverse stakeholders
- An understanding of free knowledge with a commitment to this value
- Flexibility and willingness to learn and to take the initiative

Contract details:

- **ASAP**
- We offer this senior position in a modern not-for-profit setting, inside a high-profile association with interesting and varied tasks and the possibility of development. Being a **virtual organisation** without a physical office, the candidate will be **home-based**, frequently travelling across Switzerland and sometimes abroad. Any location in Switzerland would be possible.
- Starting salary 13 months, from 120k CHF onwards, depending on expertise for a 100% position
- Attractive pension fund and benefits
- Contract foreseen for 80-100 %

Applications:

Closing date for applications is Sept 18, 2023 and applications should be addressed electronically to bewerbung@kampahire.ch including your CV and a cover letter. Please do not attach certificates or indicate references at this point!

Please only apply if you write/speak the required languages! Only candidates with a valid permit to work in Switzerland will be considered.