

Operations Manager at Hubbub

Summary

Location – Central London, minimum 2-days per week in the office

Contract – Permanent

Working hours - Full-time (35 hours p/w), open to 4-days (28 hours p/w)

Salary - £35,350 per annum - £47,668 (or pro-rata), dependant on experience

Start date – ASAP

Deadline – Sunday 28th June 2026

Interviews:

- First interviews w.c. 6th July in person at our Central London office, with a short task.
- Second interviews w.c. 13th July in person at our Central London office.

To Apply - Applications via Applied - <https://app.beapplied.com/apply/wppocj1pxf>

[Applied](#) is a behavioural science-backed recruitment platform that reduces bias, improves quality of hire and increases diversity. If you have any issues with using Applied or need any adaptations to the application, please contact

hello@hubbub.org.uk.

Application Guide

[Here's a short guide](#) to make the application process easier. **You don't need to read this entire guide to apply.** Feel free to skim or skip to the sections that interest you. It's just here to help, if you need it.

Who we are

Hello, we're Hubbub. We're an environmental charity making sustainability second nature. We work with organisations who know they can't afford to stand still on sustainability and believe in the potential for creative ideas to make a difference. We help our partners to:

- Design and deliver **behaviour change programmes** with measurable results
- Get cut-through on their campaigns, with award-winning **design and communications**
- Create strong **community partnerships** that drive local change and build brand trust
- Nurture a culture of sustainability through **employee engagement**
- **Measure and communicate the impact** of their sustainability work, so they can share their progress with confidence

Our Values





The Role

Hubbub is looking for an operations all-rounder who takes pride in keeping things running smoothly and is excited by the idea of growing into something more. You'll be the lynchpin of a busy team - ensuring people have what they need, systems work well, and the office feels like a great place to be.

This role has a solid operational core, but its shape will flex depending on who you are. If you're earlier in your career, you'll find plenty of scope to grow and develop. If you're more experienced, you'll have real opportunity to lead on culture, systems strategy and organisational development. Either way, you'll be a key custodian of how Hubbub works and feels as an organisation.

A typical day could involve onboarding a new team member, brainstorming how to make a finance process smoother, triaging requests from our general inbox, liaising with our board of trustees, or organising a team social. About one day a week, you'll also be managing our [Plastic Fishing](#) project — a programme that takes businesses in the Docklands out on the water to tackle plastic pollution.

We're looking for someone who thrives on variety, takes initiative, and genuinely cares about the environment and the people around them.

Your role will include:

Day-to-day operations

- Being the go-to person for anything operational — making sure people have the information and tools they need and supporting problem solving across the team
- Keeping the office a great place to work, from maintaining a welcoming environment to managing supplies and facilities. We also have an upcoming office move which will sit under the responsibility of this role.



- Providing people support including maintaining HR records, coordinating recruitment and helping plan the training calendar
- Managing IT support and ensuring everyone has what they need to work effectively
- Managing Hubbub's core email inbox, making the most of enquiries to maximise impact and new opportunities
- Working closely with our finance team to keep invoices and expenses paid on time
- Keeping Hubbub's GDPR records up to date and liaising with our insurance brokers to ensure policies are current
- Board support — scheduling quarterly board meetings and liaising with trustees

Plastic Fishing (approx. one day per week)

- Responding to enquiries, managing bookings and following up with current and potential clients
- Liaising with our team of skippers and trip facilitators to ensure trips run smoothly

Where you can grow and lead (depending on experience)

- Leading on identifying and implementing new tools and ways of working that help us operate better
- Taking ownership of Hubbub's carbon emissions reporting
- Playing an active role in shaping our culture and organisational development
- Supporting or leading on strategic people and HR initiatives

A note on the shape of this role

There's real day-to-day operational work at the heart of this role, and we need someone who'll take that in their stride and do it well. But we also know that the right person might want to do more, and we're genuinely open to that. The role will grow with whoever is in it.

Who you are

At minimum, you bring:

- Experience in a fast-paced business support or operations role.
- Strong organisational skills and the ability to juggle multiple priorities without dropping the ball.
- Comfort working independently and the ability to spot what needs doing without being asked.
- Good communication skills and confidence working with people at all levels, including senior stakeholders.
- A practical problem-solving mindset.
- Good knowledge of Microsoft suite, with experience of using various tech toolshu and the confidence to embrace new systems and processes to improve ways of working.
- A genuine passion for the environment, sustainability and social wellbeing.
- Alignment with Hubbub's values.



If you're more experienced, you might also bring:

- A track record of owning and improving operational processes end-to-end.
- Experience supporting or leading culture, people or HR initiatives.
- Confidence influencing at a senior level and managing up effectively.
- An interest in organisational strategy and how teams work best.

Regardless of your experience, alignment with Hubbub's values is essential. Hubbub's success and distinctiveness rests on the quality of our people. At every stage of their career, a Hubbuber is:

- Intellectually and politically curious and engaged.
- Proud of the work they do.
- Upbeat, motivated by challenges, and tenacious in solving them.
- Creative, innovative and playful.
- Team players, sharing success and solving issues and challenges collaboratively.
- Organised, dedicated and conscientious, with fantastic attention to detail.
- Flexible, willing and able to respond to constant change and challenge.
- Committed to communicating in a way that is compelling, clear, accurate and accessible.

If your experience looks a little different from what we've identified, and you think you can bring value to the role, we'd love to learn more about you!

Hubbub is committed to creating a workplace where anyone and everyone can thrive.

We welcome applications from people of all backgrounds, and would particularly like to encourage applications from the following groups who are currently underrepresented in the environmental sector and our team:

- people who are working class or from a working-class background
- people of colour or racially/ethnically minoritised groups.

The Package

- **Flexible working** – We trust our team to do a good job and be committed, and how they do that is up to them! We're asking this role to come to our wonderful [Somerset House](#) office two-days per week. Our core hours are 10am-4pm, but we are flexible to suit people's needs. Flexible working also includes any reasonable adjustments required to enable each person at Hubbub to work to the best of their abilities.
- **Wellbeing** – Our team's wellbeing is crucial and we take a holistic approach, aiming to provide clarity of expectations, achievable workloads and a psychologically safe working environment where anyone can thrive. Our residency at Somerset House allows us access to free counselling sessions for all of Hubbub staff.



- **Training and Development** – We're committed to the development of our team. We have an agile goal setting process with clear lines for progression. We offer ongoing professional development through coaching and a generous training budget.
- **Away Days & Socials** – We all get together at least twice a year for Away Days, with activities ranging from kayaking on Camden Canal to pickling workshops. We also run regular socials arranged by the team including repair workshops and film nights to scavenger hunts and wild swimming.
- **Holiday** - 25 days per year, plus bank holidays. Our office usually closes for around 2 weeks at Christmas which is additional to annual leave.
- **Pension** - 5% employer pension contribution, with an ethical pension provider.

