



Government of Sark

POLICY & FINANCE COMMITTEE

A Committee of the Chief Pleas of Sark

Committee Office, La Chasse Marette, Sark, GY10 1SE

Tel: (01481) 832118 | E-mail: policy.finance@sarkgov.co.uk

Senior Operations Officer

Location: Sark, Channel Islands

Salary: £33k to £45k (tax free)

Contract: Two-year fixed term

Application Deadline: 4pm, 31st July 2025

About Sark

Tucked between England and France, Sark is a unique gem of the Channel Islands. With its car-free roads, captivating charm, breathtaking landscapes, and internationally acclaimed dark skies, Sark offers an extraordinary place to live and work. As a self-governing jurisdiction within the Bailiwick of Guernsey, Sark has its own parliament, legal system and administrative structure. Its 18 elected members serve both local and national functions, supported by dedicated officials who play a vital role in implementing policy.

The Opportunity

As part of our ongoing efforts to modernise Sark's public service, we are seeking a second **Senior Operations Officer** to join our team. Working closely with the Committee Office and the Treasury, this role focuses on the practical delivery of key, time-sensitive initiatives, including:

- Developing and presenting business cases
- Supporting tax reform efforts
- Contributing to the creation and implementation of a long-term Island Plan

How to Apply

The job description is below. Applications should include a **covering letter** and **CV**, submitted to committeeoffice@sarkgov.co.uk by **4pm on 31st July 2025**. Please note: The successful candidate must be resident on Sark (or willing to relocate) and hold UK residency.



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Senior Operations Officer - job description

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Key Responsibilities	<ul style="list-style-type: none">• Deliver and coordinate the implementation of decisions made by Chief Pleas and its Committees• Provide operational leadership and manage administrative services to support the effective functioning of government• Support the Committee Support Officers, ensuring high-quality committee servicing and governance support• Draft operational policies and frameworks as directed by elected officials across property, finance, HR and compliance areas• Coordinate reform work in areas such as taxation and energy, ensuring effective delivery of agreed priorities• Act as a liaison with Guernsey, the UK, and other external jurisdictions on behalf of Chief Pleas
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	<ul style="list-style-type: none"> • Manage government communications to ensure accurate representation of Committee decisions and engagement with stakeholders • Maintain accurate records and improve administrative systems to support decision-making and compliance • Support organisational change and service improvement as directed by elected leadership
Key focus areas	<ul style="list-style-type: none"> • Tax System Review: working with the Treasury, the Tax Assessor and a tax advisor to coordinate the delivery of approved reforms and provide operational support. • Energy Initiatives: support the implementation of policy decisions related to energy and the move to a sustainable green transition. • Government Communications: represent and communicate Committee decisions clearly and consistently to internal and external audiences.
Skills and experience	<ul style="list-style-type: none"> • Senior-level experience in public or private sector operations • Proven ability to manage teams and deliver complex projects • Strong understanding of governance and policy implementation • Excellent interpersonal and communication skills, particularly in supporting decision-makers • Experience in instructing lawyers on complex topics and building relationships with legal colleagues • Strong organisational, financial, and planning capability • High digital literacy, including Microsoft Office proficiency and website tools • Professionalism, confidentiality and sound judgement • Experience supporting elected officials or working in a political-administrative environment • Understanding of small jurisdiction governance or public administration in remote communities • Familiarity with taxation systems, energy policy or regulatory compliance • Legal or project/change management background
Personal qualities	<ul style="list-style-type: none"> • Adaptable and pragmatic in responding to evolving priorities • Supportive and respectful of elected decision-makers and democratic processes • Team-oriented, collaborative and resilient under pressure • Committed to public service and community engagement • Comfortable with life and work in a small, close-knit island setting
Additional information	<ul style="list-style-type: none"> • The role is full-time and based on Sark; you must be able to live in the UK to take up this role. • A relocation allowance may be available.