



Senior Operations Officer

Location: Sark, Channel Islands

Salary: £33k to £45k [based on previous skills and experience]

Contract: Two-year fixed term

Application Deadline: 12 noon, Friday 7th November 2025

Nestled between England and France, Sark is known as the jewel of the Channel Islands. Car-free roads, quirky charm, stunning scenery and renowned starry skies are some of the reasons why Sark is a one-of-a-kind place to live, visit and work. As a self-governing jurisdiction within the Bailiwick of Guernsey, Sark has its own parliament, legal system and administrative structure. Its eighteen elected members serve both local and national functions, supported by a small team of officers who play a vital role in the day-to-day delivery of public services.

As part of our ongoing efforts to modernise Sark's public service, we are seeking a second Senior Operations Officer (SOO) to join our team. Working closely with their fellow SOO in a joint leadership team, Committee Office colleagues and the Treasury / finance functions, this role will deliver a wide range of civil service responsibilities, from instructing lawyers on legislation, 'day to day' administration to work on priority projects, such as, public engagement on a new taxation system and a move to a community owned energy provider.

Applications, consisting of a covering letter with a CV, should be submitted to committeeoffice@sarkgov.co.uk by 12 noon, Friday 7th November 2025.

This role is based on Sark and applicants will be required to relocate (if not already living on the island). Applicants must have right to work in the UK (confirmation may be required) and a police disclosure / criminal records check sought.

Key responsibilities	• Deliver and coordinate the implementation of decisions made by Chief Pleas and its Committees • A wide range of civil service responsibilities, from instructing lawyers on legislation, 'day to day' administration to work on priority projects • Provide operational leadership and manage administrative services to support the effective functioning of government • Line managing 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 • 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	• 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	• 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	• 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	• 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.