

BISHA Skater Hockey

Job title: Operations Manager

Reporting to: Board

Salary: Voluntary (self-funded)

Hours: Voluntary

Location: Nationwide

Responsibilities & duties

- Prepare a strategic plan for approval by the Board
- Recruit and work with the Board and Management Team
- Build relationships with the media in order to advance the organisation's aims
- Establish and monitor key indicators of the organisation's impact and financial health
- Represent the organisation at external events and publicity opportunities
- Maintain awareness of risks and changes in the external environment that affect the organisation
- Build an effective working relationship with the Board
- Supply regular reports to the Board and attend meetings when required
- Ensure the organisation's staff and volunteers are focused on achieving its mission and aims
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities
- Establish mechanisms for listening to the views of members on the organisation's performance
- Deliver the organisation's business plan and, if necessary, help the organisation to win contracts from public bodies or develop social enterprise 'spin offs'
- Represent the organisation to the media and give interviews
- Measure effectiveness and efficiency of operational processes, both internally and externally and finds ways to improve processes
- Develop and implement growth strategies
- Act as liaison between the Board and stakeholders
- Obtain sales goals
- Provide mentoring to all employees, including management
- Motivate staff to meet or surpass organisational and sales goals
- Coordinate recruitment of skilled talent and help to keep the best volunteers
- Oversee daily operations and make reasonable adjustments as necessary
- Present new ideas and cash flow strategies to board of directors and other company officers

- Evaluate newly implemented plans
- Promote communication between colleagues for the benefit of information flow and to curb any problems that arise

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How to Apply:

Please send a CV liz@bishahockey.co.uk

Closing Date:

30 March 2018

Interview Process:

Interviews to be confirmed.