

## About the role

The role of Operational and Events Manager is focused on supporting the organisation to deliver on our work to support unions. You will take responsibility for ensuring all systems and operations are carried out in a timely and effective manner as well as supporting the Exec Director on administrative tasks. The role will also be responsible for organising our events.

We are a small team and require the person to work under their own initiative, ready to set up rooms as much as consider strategy and outreach.

## Key responsibilities

- Ensure all operations are carried on in an appropriate, cost-effective way
- Improve operational management systems, processes and best practices
- Help the organisation's processes remain legally compliant
- Manage budgets and forecasts
- Support engagement work through social media, events or 1-2-1s.
- Plan events, both in person and online according to requirements and objectives.
- Source and negotiate with vendors and suppliers

## Experience, skills and knowledge

- Experience as Operations Manager or similar role
- Project management
- Communications
- Budgeting and forecasting
- Problem solving

We are looking for someone who can give us initially 18 days over the year, with the potential to increase depending on projects.

Our budget is £250 per day.