

Vintage Years

Operations Manager - Job Specification

Summary

To manage the day to day operations of the Club and report to the Committee

Title

Operations Manager.

No of days per Month

3 full days a month on average but flexibility will be required, the winter months need more time and the summer months less.

Detail of Role

To organise monthly committee meetings requesting items for the meeting from the Committee to create the agenda in order to ensure all is prepared for the coming month's events and to plan ahead for the next few months/year. Monitoring helper and client numbers to drive marketing when there is a need for more publicity. Take responsibility for the financial health of the Club with the help of the Treasurer. To run the Club efficiently ensuring a high level of customer service to client group.

Skills Required

No specific qualifications are required although experience of working in a caring environment or in a charitable capacity would be advantageous.

The person employed will have to live in or close to Steyning and Upper Beeding

Essential Skills

1. Enjoy people, particularly the older person.
2. Computer literate.
3. Confident talking to a large group.
4. Able to chair a meeting.

5. Have good management skills
6. Ability to adopt a hands on approach when necessary
7. Understanding of budgetary control

Specific Areas of Work

1. Attend the Committee Meetings which are held monthly prior to Club meeting
2. Work with the secretary to produce the agenda and minutes of committee meetings.
3. "Front" the Club Meetings, on first Friday of every month at the Steyning Centre. Opening the meeting and giving out notices, introducing the entertainment etc.
4. Know all aspects of the club, meetings, entertainment, outings, transport, tea making, raffle, birthdays, members. publicity, finance, subscriptions, website etc... and ensure the people responsible for those areas have prepared for the next event.
5. Plan - with the help of sub-committees the programme for the monthly meetings and outings for the next year, ensuring it is completely organised in time for printing. (The programme year runs from April to March so needs to be planned/organised in December/January at the latest, for printing in February)
6. Create and Print the programme and membership cards.
7. Prepare with the help of the Chairman Treasurer and Secretary for the AGM held at the March Meeting.
8. Liaise with the Treasurer to ensure the club is financially sound.
9. Recruit or advertise for new helpers.
10. Make sure new members are regularly joining because the age profile of the club means members are always leaving.

- 11.Ensure the Website is up to date and that advertising and publicity is at the appropriate level
- 12.Welcome new members of the club ensuring they are looked after at least for the first visit.
- 13.Keep a database of members so that lists of members/address labels can be easily printed.
- 14.Contact other organisations for sponsorship when necessary.