

Operations Manager

Organisation	Whole Education
Location	London based but flexible working options available e.g. working from home during school holidays.
Contract	Part time preferred - 3 days pro rata but flexible for the right candidate.
Salary	Up to £40,000 (pro rata £24,000)
How to apply	Please read the full job description below, then submit your CV (maximum 2 sides) with a covering letter (maximum 2 sides) to sharon@wholeeducation.org explaining: <ul style="list-style-type: none"> ● Why do you want to work for us? ● Relevant skills and experience relating to the job description and person specification
Closing date:	8th December 2019, 23:00
Interviews:	Mid December
Start Date:	January 2020 preferred

We are looking for a highly organised and efficient team player who will play a leading role in managing the organisation's central team. We are a small team with big ambitions for young people and so we are looking for a dynamic person to help us work more effectively to ensure more young people receive a whole education. We are seeking somebody with a good amount of experience in organisation and operations but is open to learning new things (e.g.Salesforce/CRM administration/management experience is desirable but not essential as we will provide development support in this area).

Whole Education is a fast-expanding non-profit organisation in the schools sector. We work with our growing network of schools and partner organisations to provide a more engaging and rounded education for all young people which develops the skills, qualities and knowledge they need to thrive in life, learning and work.

Why this role is for you?

This role will suit somebody who is highly efficient and organised and enjoys supporting others. The ideal candidate will thrive in a role which supports the work of an organisation from an operational and administrative angle but is personable and collaborates well with others. The right candidate will work alongside the executive team and will shape the operations of our growing organisation.

You will be:

- Highly organised with an eye for detail
- Prioritise and work to deadlines
- Working independently and use initiative to solve problems
- An excellent communicator - both oral and written
- Confident using technology in your job, particularly Excel
- Ideally experienced using Salesforce or willingness to learn

Responsibilities

The role will include the following duties:

- Leading on overall organisational effectiveness from an operational point of view - including the introduction and implementation of streamlined processes and systems.
- Leading on the introduction and set up of a new data management system (Salesforce) across the organisation and oversee the ongoing management of our members database including designing and running regular reports.
- Providing admin support to the senior team (For example on partnerships)
- Supporting the senior team with event, programme and network administration (e.g. managing logistics and communicating with key stakeholders).
- Maintaining administrative systems, including electronic filing systems to enable efficient and rapid retrieval of information by the team.
- Supporting the office manager with office and human resource management.

This is a new role in the organisation and so the right candidate will have scope to shape and develop their responsibilities in line with the organisation's strategic vision.