

Job Title:	OPERATIONAL MANAGER – EVENTS	Job Category:	MANAGEMENT																		
Department/Group:	SENIOR MANAGEMENT DEPT	Job Code/ Req#:	BWSE/OMEVE/JD003																		
Level/Salary Range:	VOLUNTARY – 24 MONTHS FIXED TERM	Position Type:	PART TIME																		
Applications Accepted By:																					
E-mail: Bookingswithvp@gmail.com For the attention of: Leadership		Responsible to: CO-DIRECTORS																			
Job Description																					
<p>JOB BRIEF</p> <p>An operational manager is the one that leads the organization’s vision and mission statement as they are responsible for the success of the department they are managing in the organization. Your role will be to oversee the operations of the Events Department, which includes managing each staff related to any BWSE event. You will also ensure that the events department runs according to BWSE standards and protocol. Operational Managers administer organizational activities, set business strategies, delegate tasks, and recruit new managerial employees. OM’s report to BWSE accountability board. They strive to maintain professional and corporate customs, enforce ethical practices and manage company budgets.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Delegates duties among staff members • Analyze, review, and develop business strategies • Hire proficient staff for each department • Directs and supervises the activities of staff • Implements company policies • Monitors costs against budget • Makes key decisions for the management of each department • Researches and analyses industry, market, and competitors to make informed strategy decisions • Creates initiatives to take advantage of market opportunities, reduce operational threats, forestall business risks, and maximizes core strengths • Identifies core competencies and defines operational goals • Ensures the events department runs in accordance to BWSE’s Standards and protocols • Liaisons with the accountability board to make sure all efforts are in alignment with the company’s vision <p>CRITERIA</p> <table border="1"> <thead> <tr> <th></th> <th>ESSENTIAL</th> <th>DESIRABLE</th> </tr> </thead> <tbody> <tr> <td>Degree in business administration or equivalent</td> <td></td> <td>D</td> </tr> <tr> <td>3 years’ experience in ministry work</td> <td>E</td> <td></td> </tr> <tr> <td>Up to date DBS check</td> <td>E</td> <td></td> </tr> <tr> <td>Event Management Qualification or equivalent</td> <td>E</td> <td></td> </tr> <tr> <td>IT level 2 qualification</td> <td></td> <td>D</td> </tr> </tbody> </table>					ESSENTIAL	DESIRABLE	Degree in business administration or equivalent		D	3 years’ experience in ministry work	E		Up to date DBS check	E		Event Management Qualification or equivalent	E		IT level 2 qualification		D
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Listening skills	E	
Ability to work as part of a team	E	
Good organizational skills	E	
IT Competent i.e. use of zoom, emails, intranet access etc		D
Good written communication skills		D
Management degree/qualification or equivalent		D
Excellent leadership and interpersonal skills	E	
Management skills and experience	E	
Excellent organisational & analytical skills	E	
A strategical thinker	E	
Critical thinking abilities	E	
Productivity and project management skills and experience	E	
Experienced Trainer/tutor		D

ADDITIONAL NOTES

NONE

VARIATION CLAUSE

This is a description of the job, as it is constituted at the date shown. It is the practice of BWSE to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the post holder.

Reviewed By:	Adel Pinnock
Approved By:	Adel Pinnock
Last Updated:	17/7/2022