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**Position:** Operations Manager

**Salary:** £38,000- £40,000

**Office:** Based at Kick It Out, First Floor, Whittington House, 19-30 Alfred Place, London.

WC1E 7EA

**Responsible to:** Chief Executive Officer

**Objectives**

1. To support the delivery of all operational activity agreed by the CEO and Trustees.

2. To provide support to the strategic management of Kick It Out, and its team managers.

3. To help to deliver on Kick It Out’s monitoring and evaluation requirements.

4. To support the organisation’s fundraising initiatives.

**Specific responsibilities**

5. To support the delivery of the organisational work programmes for all areas of the organisation taken from the Operational Plan agreed by the Trustees.

6. To manage a number of key managers to deliver against key work programmes.

7. To ensure the effective planning, management and evaluation of all Kick It Out events in accordance with relevant team members.

8. To assist Kick It Out achieve agreed quality assurance frameworks with regard to people management, internal systems and external recognition.

9. To support the SMT, the CEO and the Trustees in building the delivery and quality of Kick It Out Services.

10. To manage all services associated with internal HR processes.

11. To lead on all service provisions within the office facilities as well as support for the remote workers.

12. To ensure that good relationships are maintained with all partners within the stakeholder framework.

13. To support in the 25 Year programme within the 2018/2019 season

Note: The work of the Manager will require some evening and weekend working, travel around the country and, on occasions, abroad.