

Job Description

Operations Manager

1. Job Purpose

To ensure the effective and efficient running of SCA operations.

2. Responsibilities

Operations

1. Overseeing the day to day operation of membership services
2. Ongoing development of systems, document records and communication methods
3. Be the point of contact for key office services e.g. IT, office equipment
4. Maintain asset register for SCA equipment
5. Management of contracts in line with agreed terms including reconciliation and authorisation of invoices
6. Source and negotiate with suppliers
7. Assisting staff and volunteers with travel and accommodation arrangements where requested
8. Procurement of goods and services, ensuring value for money
9. Any other tasks as reasonably requested

Systems

1. Providing advanced level support to members and clubs seeking support with Go Membership system or website
2. Managing and configuring SCA systems, services including: Go Membership, Bedful.com, Asana, Google Workspace, virtual phone system, mobile phones, IT equipment and associated licences and contracts
3. Maintaining systems and records to ensure GDPR compliance
4. ICT support to volunteers and staff including managing the Google Workspace accounts

Financial control

1. Support for and preparation of monthly management accounts
2. Oversee the SCA finance system including validating the synchronisation of financial transactions from Go Membership and Bedful.com and preparation of SCA financial statements
3. Supply of relevant financial information for Directors, Staff and Committees
4. Supplier payments and Purchase Order management
5. Debtor management
6. Liaising with our payroll providers
7. Bank reconciliations

8. Ensure financial procedures are undertaken as per policy

Performance Programme Support

1. Provide operations and logistics support to the SCA Performance Programme such as booking of travel and accommodation for training camps and circulating communications to athletes and parents
2. Monitoring and managing athlete contributions to ensure accurate records and adherence to the payment schedule
3. Other ad hoc communication to athletes and parents as requested

Grandtully Station Park Facilities

1. Oversee the Grandtully Station Campsite operation including facilities, services and staffing
2. Manage the online system for campsite bookings
3. Project management the redevelopment of Grandtully facilities

Governance

1. Prepare, compile and distribute Board reports and papers
2. Ensuring adherence to statutory legislation and SCA policies e.g. Companies House, data protection
3. Responsibility for SCA document revision and control and ensuring that SCA policies are reviewed and updated to an agreed timetable
4. Collaborate with colleagues to review and update SCA policies

3. Reporting:

Line Manager: Head of Coaching and Development

Line Management for: Operations Officer