

# Operations Manager

<b>Title</b>	Operations Manager
<b>Responsible to</b>	Director of Operations
<b>Commitment</b>	Full-time 37.5 hours/week (Part-time would also be considered) 12 months contract (initially) Immediate start
<b>Salary</b>	£30-35k (depending on experience and technical skill set)
<b>Location</b>	Whitechapel, London for at least 3 days/week

## **Background**

The Muslim Council of Britain (MCB) is the UK's largest and most diverse national Muslim umbrella organisation with over 500 members including mosques, schools, charitable associations and professional networks. Our mission is empowering Muslim communities to achieving a just, cohesive and successful British society.

## **Role Purpose**

To manage a variety MCB projects, ensuring project delivery in line with the timelines already set out and becoming more involved where required.

## **Key Tasks and Responsibilities**

1. Update plans, budgets and deliverables for each project
2. Organise and deliver specific projects where necessary, e.g. roundtable discussions
3. Line management of 3-5 staff members (variable) and projects under your remit
4. Keeping project teams motivated and focused on achieving the project's objectives
5. Oversee the work and drive towards excellence
6. Proactively identify ways of improving the output
7. Editing and writing reports where required as part of the project
8. Engage with all relevant stakeholders and implement the broader strategy
9. Keep financial records in line with the budget
10. Dealing with ad hoc queries and correspondence about the project
11. Regularly communicating progress to internal and external stakeholders
12. Carrying out other tasks as may be reasonably requested by your line manager

## **Person Specification:**

- Highly driven and self-motivated
- Ability to write reports on complex issues
- Strong IT skills, ideally including website CMS systems
- Good understanding of British Muslim communities and respect for its diverse traditions and ethnic backgrounds
- Experience of management & stakeholder engagement, ideally in the third sector
- Experience of driving towards consensus despite differing viewpoints
- Experience of research environment (Desirable)
- Experience in working with website designer (Desirable)

The MCB is a flexible employer and alternative working arrangements can be discussed.

## **Information for applicants:**

Please submit your CV and covering letter, outlining how you meet the requirements set out in this job description, to [admin@mcb.org.uk](mailto:admin@mcb.org.uk).

Closing date for applications is 9.30am, Monday 3 June 2019, however applications will be assessed on a rolling basis and early applications are encouraged.