

## Job description and person specification

<b>Title</b>	<b>EMD UK Head of Operations</b>
<b>Reports to</b>	EMD UK CEO
<b>Line management responsibilities</b>	<p>Founder Support Officer.</p> <p>Functional line management for the officer responsible for office management.</p> <p>The postholder will also need to work closely with senior colleagues to ensure operational and other matters are resourced effectively.</p>
<b>Location</b>	EMD UK Head Office, Horsham, West Sussex
<b>Contractual Status</b>	Permanent, full time (40 hours per week)
<b>Salary Band</b>	Band 4 £33k to £44k per annum
<b>Job Purpose</b>	<ol style="list-style-type: none"> <li>1. To lead all operational matters within EMD UK</li> <li>2. To lead on relationships with selected external stakeholders and partners</li> <li>3. To work with internal stakeholders and colleagues to ensure that Sport England KPIs are achieved.</li> </ol>
<b>Key Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To develop and manage operational policies, processes and procedures, ensuring that EMD UK can be effective and efficient in the delivery of its strategy.</li> <li>• To manage and develop strategic relationships with relevant partner organisations, including Sport England, to drive the success of EMD UK.</li> <li>• To identify funding programmes, write bids for and secure funding for EMD UK projects and programmes in line with its strategy.</li> <li>• To lead the organisation-wide reporting, monitoring, evaluation and impact assessment of EMD UK's strategy, Sport England-funded programmes and programmes funded by other bodies. This will include quarterly and annual reporting to the board and committees, with attendance at formal meetings. The</li> </ul>

	<p>postholder will guide and support members of SMT in the collation of information relevant to reporting, monitoring, evaluation and impact assessment.</p> <ul style="list-style-type: none"> <li>• To ensure effective governance processes and compliance with A Code for Sports Governance at Tier 3.</li> <li>• To be EMD UK's lead safeguarding officer with responsibility for safeguarding policy, plan, procedures, compliance and staff training.</li> <li>• To be the company secretary and fulfil all associated duties including registration and de-registration of directors, filing of annual reports and other Companies House matters.</li> <li>• To lead on quality development including the achievement and maintenance of a recognised quality standard.</li> <li>• To manage and develop the relationships with the founder organisations.</li> <li>• To manage the relationships with EMD UK's insurers, ensuring that: <ul style="list-style-type: none"> <li>○ EMD UK has all the necessary corporate insurance policies in place and the best value premiums have been negotiated</li> <li>○ professional insurance packages are available for EMD UK's member instructors to purchase, at best value prices</li> </ul> </li> <li>• With support from EMD UK's external HR advisors, to lead on HR matters including responsibility for job descriptions/ person specifications and processes for recruitment, appraisal, staff survey and training</li> <li>• With support from EMD UK's external health and safety advisors, to lead on health and safety policy, planning and implementation. Functional duties to be delegated to the officer responsible for office management</li> <li>• To have senior responsibility for major suppliers to EMD UK, including landlord/premises, IT support and PPL, ensuring best value prices and high quality services.</li> <li>• To work collaboratively with management colleagues as part of the Senior Management Team.</li> <li>• To be the line manager for nominated staff. This will include the following responsibilities: <ul style="list-style-type: none"> <li>○ training and development</li> <li>○ holiday / sickness reporting</li> <li>○ regular one to one support</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ appraisal process.</li> <li>• To undertake any other relevant task commensurate with the level of the role and as requested by the CEO.</li> </ul>
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## Person Specification

### Qualifications, experience, knowledge, skills & attributes needed for the role

	Essential	Desirable
Educated to degree level in a relevant subject	✓	
Relevant management & leadership qualification		✓
Experience of working at a senior management level in the sports, physical activity or dance sectors	✓	
Experience of working for a national governing body or similar organisation		✓
Experience of identifying and securing additional income including grant funding	✓	
Experience of managing staff	✓	
Experience of project / programme and budget management	✓	
Experience of managing stakeholder relationships at a strategic level	✓	
Experience of HR management or administration		✓
Understanding of Sport England's current strategy and priorities	✓	
Understanding of the sport, physical activity and dance sectors and the key partners in each sector	✓	
Understanding of safeguarding regulations and procedures		✓
Understanding of equality, diversity and inclusion policy, procedures, practices and regulations		✓
Excellent communication and interpersonal skills	✓	
Excellent organisational and time management skills	✓	
Ability to meet deadlines and work under pressure	✓	
Ability to lead and work as part of a team	✓	
Ability to be flexible, adaptable and follow procedure	✓	
Ability to make decisions and use initiative	✓	
Ability and willingness to travel throughout the UK and to work evenings and weekends as required	✓	

Competent in the use of IT systems	✓	
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The postholder is expected to exhibit values and behaviours which are consistent with EMD UK's values, as published on its website.

**This job description is not to be regarded as exclusive or exhaustive. It is intended as an indication of the areas of activity and can be amended at any time in response to the changing needs of the organisation.**