

Operations Manager Job Description and Person Specification

(June 2024)

Job title: Operations Manager

Organisation: British Society of Abortion Care Providers (BSACP)

Reports to: Officers

Direct Reports: Administrator

Time Commitment: 8 hours a week

Salary: £28 per hour

About BSACP

The British Society of Abortion Care Providers (BSACP) is a multi-professional organisation formed in 2015 to promote best practice, education, training and research in abortion care.

BSACP serves its 200+ members by providing a forum for professional development and networking, as well as by raising the profile of the specialty and improving understanding amongst those responsible for abortion-related policy, guidance, commissioning, regulation and training.

You can find our vision, mission and aims [on our website](#).

Summary

The post holder will closely work with the BSACP officers and council to support all the operations of the organisation.

In this role, you will be a vital member of the Leadership Team by running the day-to-day operations of the Society and taking us to the next stage of development.

To be successful in this role you will have experience of working at management level, of providing leadership and of supporting organisational change; excellent communication, interpersonal and organisational skills, with the ability to work on your own initiative and exercise sound judgement. This role is responsible for central operations covering HR, Finance, Delivery, and Business Development.

We are a fully remote Society and working days / hours can be flexible. Some occasional evening work, with notice, may be required for meetings.

The notice period for termination of contract is three months

Job Description

- Lead in the development of a growth and sustainability plan for the Society, including budget forecasting and tracking.
- Project manage new initiatives for the Society together with council and committee members.
- Project manage all the events of the society including training courses, webinars, the annual conference, and society dinner.
- Liaise with external partners and contractors.
- Represent the Society at external meetings as required.
- Establish new Standard Operating Procedures (SOPs) when required
- Identify opportunities to promote the work and benefits of the Society.
- Oversee and support with fundraising, marketing and internal communications activities.
- Manage the website, updating information when needed.
- Manage the administrator.
- Support the Administrator and Treasurer to maintain basic accounts and exploring new infrastructure and accountancy software options to streamline finance tasks.
- Report to officers and council.
- Identify new opportunities.

If interested please contact us at admin@bsacp.org.uk

Person Specification

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Education/ Qualifications	<ul style="list-style-type: none"> • A Level or equivalent • NVQ level 3 or equivalent experience 	<ul style="list-style-type: none"> • Project Management qualification or equivalent experience 	AF
Skills/ Abilities	<ul style="list-style-type: none"> • Experience of working in project and operations management roles • Able to organise own workload 	<ul style="list-style-type: none"> • Experience with MS365 and SharePoint • Experience with website updating, 	AF/I

	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Computer literate / Experience of Microsoft Office Packages and Microsoft Teams 	ideally website management	
Experience		<ul style="list-style-type: none"> • Experience of working with healthcare professionals 	AF/I
Knowledge		<ul style="list-style-type: none"> • Knowledge of abortion services and reproductive health care in the UK • Knowledge of medical education 	AF/I
Other Requirements	<ul style="list-style-type: none"> • Supportive of BSACP vision/mission • Must be pro-choice on abortion • Work flexibly as required (Evenings to support Council meetings and occasional Saturdays) • Highly motivated 		AF/I