

## Operations Manager

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### Position Description

Title of position:	Operations Manager
Reports to:	Chief Executive
Term of position:	Reviewed after 1 year
Type of role:	Voluntary

### Organisation Overview

Melanin Medics is a non-profit charitable organisation for the present and future African and Caribbean doctor. Our mission is to promote diversity in Medicine, widen aspirations and aid career progression through educational programmes, social empowerment, and valuable resources. We are focused on implementing positive, practical solutions to support African and Caribbean aspiring medics, medical students and doctors in the UK who have been found to face several challenges on their career journeys.

Founded in 2017, Melanin Medics serves over 900 members collectively within our networks of aspiring medics, medical students, and doctors. Melanin Medics is committed to being a representative voice for both the current and future African and Caribbean doctor in the UK.

We believe that the power of our organisation comes from the passionate people who believe in our mission and similarly desire to make a difference to those around them. Melanin Medics is a rewarding working environment that provides our team with a strong sense of achievement and recognition for the important work we do.

### Job Overview

The Operations Manager is responsible for managing the charity's day-to-day finances and operating systems, as well as dealing with all general administration, facilities management and human resources.

### Responsibilities and Duties

- Ensure all operations are carried on in an appropriate, cost-effective way
- Improve operational management systems, processes, and best practices
- Purchase materials, plan inventory and oversee efficiency
- Help the organization's processes remain legally compliant
- Formulate strategic and operational objectives
- Examine financial data and use them to improve profitability
- Manage budgets and forecasts
- Perform quality controls and monitor production KPIs
- Recruit, train and supervise staff
- Find ways to increase quality of customer service
- Provide some PA and secretarial support to the Chief Executive and senior leadership team
- Must play an active role in engaging in Melanin Medics Projects, for the operational year

To apply: please complete the Application form and submit your along with the names and contact details of two references via <https://tally.so/r/meqQKx>. **Deadline: 30th of June 2022**

### **Essential Selection Criteria**

- Exceptional organisation, planning and administration skills.
- Highly computer literate
- Self-motivated, punctual, reliable, able to maintain confidentiality.
- Excellent written and spoken communication skills.
- Excellent numeracy skills.
- Ability to show initiative in developing the role and to work with minimal supervision.
- Ability to work flexibly in a small team, building strong day-to-day relationships with colleagues.
- Able to manage a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines.

### **Desirable Selection Criteria**

- Experience working in a not-for-profit organisation or charity role with exposure to the not-for-profit sector would be an advantage
- Experience of planning and managing budgets.
- Understanding of legal obligations of charities and small employers.
- Experience of managing volunteers.

### **Organisational Relationships**

- Reports to the Chief Executive
- Manages significant projects and/or functions, including responsibility within the organisation for day-to-day operations
- Works closely with: Chief Executive and senior leadership team