

Job Title:	OPERATIONAL MANAGER – TRAINING ACADEMY	Job Category:	MANAGEMENT															
Department/Group:	SENIOR MANAGEMENT DEPT	Job Code/ Req#:	BWSE/OMTA/JD001															
Level/Salary Range:	VOLUNTARY – 24 MONTHS FIXED TERM	Position Type:	PART TIME															
Applications Accepted By:																		
E-mail: Bookingswithvp@gmail.com For the attention of: Leadership		Responsible to: CO-DIRECTORS																
Job Description																		
<p>JOB BRIEF</p> <p>An operational manager is the one that leads the organization’s vision and mission statement as they are responsible for the success of the department they are managing in the organization. Your role will be to oversee the operations of the Training Academy, which includes managing the staff within each department, ensuring that the training academy runs according to the Awarding Center standards and protocol. Operational Managers administer organizational activities, set business strategies, delegate tasks, and recruit new managerial employees. OM’s report to BWSE accountability board. They strive to maintain professional and corporate customs, enforce ethical practices and manage company budgets.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Delegates duties among staff members • Analyze, review, and develop business strategies • Hire proficient staff for each department • Directs and supervises the activities of staff • Implements company policies • Monitors costs against budget • Makes key decisions for the management of each department • Researches and analyses industry, market, and competitors to make informed strategy decisions • Creates initiatives to take advantage of market opportunities, reduce operational threats, forestall business risks, and maximizes core strengths • Identifies core competencies and defines operational goals • Ensures the training Academy runs according to Awarding Centre Standards and protocols • Liaisons with the accountability board to make sure all efforts are in alignment with the company’s vision <p>CRITERIA</p> <table border="1"> <thead> <tr> <th></th> <th>Essential</th> <th>Desirable</th> </tr> </thead> <tbody> <tr> <td>Degree in business administration or equivalent</td> <td></td> <td>D</td> </tr> <tr> <td>Assessor/Trainer qualification (TDLB, CAVA etc)</td> <td></td> <td>D</td> </tr> <tr> <td>3 years’ experience in ministry work</td> <td>E</td> <td></td> </tr> <tr> <td>Up to date DBS check</td> <td>E</td> <td></td> </tr> </tbody> </table>					Essential	Desirable	Degree in business administration or equivalent		D	Assessor/Trainer qualification (TDLB, CAVA etc)		D	3 years’ experience in ministry work	E		Up to date DBS check	E	
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Up to date DBS check	E																	

Management Qualification or equivalent	E	
IT level 2 qualification		D
Ability to work as part of a team	E	
Good organizational skills	E	
IT Competent i.e. use of zoom, emails, intranet access etc		D
Good written communication skills		D
Management degree/qualification or equivalent		D
Excellent leadership and interpersonal skills	E	
Management skills and experience	E	
Excellent organisational & analytical skills	E	
A strategical thinker	E	
Critical thinking abilities	E	
Productivity and project management skills and experience	E	
Experienced Trainer/tutor		D

ADDITIONAL NOTES

NONE

VARIATION CLAUSE

This is a description of the job, as it is constituted at the date shown. It is the practice of BWSE to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the post holder.

Reviewed By:	Adel Pinnock
Approved By:	Adel Pinnock
Last Updated:	17/7/2022