



Business Operations Manager Job Description

What we are looking for?

An individual with a proven track record for Business Operations Management with no less than 2 years experience, preferably in a large corporate environment. an individual who has the ability to devise and document strategies and procedures to ensure the smooth running and future development of the association.

We would like you to:

- Have a thorough understanding of the Associations Mission, values, and vision
- Work closely with the CEO to develop future strategy and direction for the Association.
- Have responsibility for smooth running of the organisation and work with the support of the Leadership Team to ensure this.
- Ensure all Policies and Procedures are documented and then managed by the Documentation Manager
- Oversee the Risk Management and Process improvement for the Association and assist in identifying and mitigating any Risks or opportunities
- Attend Leadership team meetings

Are you good at:

- Detail-oriented/analytical
- Team leadership skills
- Ethics
- Written and verbal communication
- Ability to handle stressful situations
- Working both in a team and remotely
- Giving attention to detail
- Organising data
- Problem solving
- Key stakeholder engagement

Key to this role

This role is key to the smooth running of the Association and its future success. The position will work with each member of the leadership team and be prepared to gain an understanding of every area of the organisation. You will need to build strong relationships with the team members.



THE DOULA
ASSOCIATION

Predicted hours

5-6 hours per week + attendance at Leadership team meetings

Reapplication schedule

It is anticipated that this role will last 12-18 months. You will have an opportunity to reapply for the role should you wish to. If you don't wish to reapply, once a successor is identified there will be a 2-3 month handover.

Remuneration

In return for the work they will be doing, they will receive a free listing on The Doula Directory for the time that they are in the role. Expenses will also be considered and should be agreed beforehand.