



Role Description - Operations Director

Purpose

To support the Chair and Board in the achievement of Strategic objectives and to provide an efficient administration service to the Area, ensuring the Area functions run smoothly and effectively. Be the main communication link between internal and external stakeholders embedding effective membership consultation and communication channels.

Key Tasks of the Role

1. Lead the operations of the Area effectively

Lead the administrative organisation of the AGM, Board of Directors and Management Committee meetings, ensuring agendas, paperwork and minutes are up to date. Ensure the distribution of the right paperwork to relevant individuals in the organisation.

- Notify all members of the Board of Directors and the Management Committee of all meetings.
- Notify all members of the Annual General Meeting and General Meetings.
- Work closely with the Chair to prepare and issue all agendas for and minutes of all Board of Directors meetings, Management Committee meetings, Annual General Meeting and General Meeting any other 'ad hoc' meetings as required.
- Keep signed copies of all meeting minutes on file.

2. Manage and maintain record keeping

Manage all inward and outward Area correspondence; manage all legal and insurance matters, in conjunction with other relevant members.

- Deal with all Area correspondence, distributing to relevant officers for response where required.
- To carry out or delegate all of the administrative duties thereby enabling the Area and its members to function effectively.
- Work alongside the Finance Director to maintain the register of members.
- Maintain non- financial statutory records and filings at Companies House.

3. Maintain communication between other bodies

Communicate any important matters between England Hockey, Sub-Areas/Counties and clubs, demonstrating a thorough understanding of the roles of each respective body and provide all details as necessary to England Hockey and Sub-Areas/Counties.

- Regularly update the Area Website and Social Media channels
- Co-ordinate, prepare and distribute Newsletters at regular intervals
- Take all reasonable steps to protect and maintain corporate identity
- Ensure that Area branding is in accordance with the EH guidelines.
- Oversee and manage all contracts of Sponsorship, Commercial partnerships & Advertising.
- Be the main point of contact for the data management IT system

4. Recruitment of Volunteers and Paid Roles

- Manage the Recruitment of volunteers and paid roles
- Ensure contracts are in place, liaising with the Governance Director as appropriate

Is this Role for you?

If you are a capable manager who gets things done through strong communication, IT and delegation skills, and has experience in administration and meeting procedures, you could hold a high profile and highly respected post in your Area.