

Job Role / Profile – OPERATIONS MANAGER

Hours	35 hours per week – Part time hours considered
Location	Aberdeen hybrid working considered
Salary	£32,550 to £36,845

SCOPE	
	<p>Overview</p> <p>The Operations Manager will have responsibility for the day-to-day management of AREG, its staff, and contractors, implementing the Business Plan and securing grant and sponsorship funding.</p> <p>Through your dedicated efforts, you will directly advance the cause of energy transition while contributing to AREG's overall triumph.</p>
1.	<p>Job Summary</p> <p>As the Operations Manager of AREG, you will play a key role in driving the growth and development of the organisation. You will be responsible for day-to-day management of AREG, and your responsibilities will include, administration, submitting applications for funding and/or sponsorship, monitoring finance and marketing contracts, interaction with stakeholders and submitting AREG's responses to government consultations. The Operations Manager's efforts will directly contribute to the advancement of energy transition and the overall success of AREG.</p>
2.	<p>Key Responsibilities</p>
2.1	<p>General:</p> <ul style="list-style-type: none"> day to day management and support for AREG services, staff, and contractors. participating in the setting and monitoring of employee and contractor KPIs. agree, assess, and evaluate staff and contractor performance against the agreed KPIs and job / contract remits. monitor AREG's income and expenditure against budget; and collaborate with AREG's external finance and marketing contractors.
2.2	<p>Membership:</p> <ul style="list-style-type: none"> monitor membership status and activities. host and/or participate in new member's on-boarding sessions. follow-up with members proposing to cancel membership, ascertain the reason and encourage them to retain membership. develop and implement membership growth campaigns in association with AREG's external marketing contractor; and monitor contractors engaged to provide member services.
2.3	<p>Income Generation:</p> <ul style="list-style-type: none"> identify and secure sponsorship for AREG's core activities. prepare, or supervise the preparation of, and submit applications for government funding; and

	<ul style="list-style-type: none"> collaborate with AREG’s partners to develop joint initiatives, projects, and funding applications.
2.4	<p>Business Development:</p> <ul style="list-style-type: none"> collaborate with AREG’s partners and other 3rd parties in respect of new business opportunities, revenue streams and government funding. represent AREG with strategic partners, developers, and government agencies; and foster effective communication and collaboration.
2.5	<p>Governance</p> <ul style="list-style-type: none"> review member services and internal processes and recommend improvements to improve efficiency and cost reduction. schedule Board meetings, agree agenda with the Chairperson, and ensure reports are circulated prior to the Board meetings. support the Board members in their activities associated to AREG; and submit AREG responses to key government consultations.
2.6	<p>Miscellaneous</p> <ul style="list-style-type: none"> such other tasks as the Board may delegate.
3.	<p>Reporting:</p> <ul style="list-style-type: none"> submit written reports in advance of scheduled board and occasional meetings.
4.	<p>Qualifications, Experience and Skills:</p> <ul style="list-style-type: none"> relevant degree and/or proven record of accomplishment of accomplishment in management, human resources, and business development. demonstrate excellent leadership qualities. Take initiative in achieving tasks and objectives. understanding of renewable energy, market trends, and key players preferred. excellent networking, relationship-building, negotiation, and presentation skills. demonstrated ability to develop and execute strategic business plans. strong analytical and problem-solving abilities. self-motivated, goal-oriented, and results-driven. ability to collaborate with diverse stakeholders and teams; and demonstrate a high standard of courtesy and integrity in dealings with colleagues and stakeholders. <p>Note One or more of the above would be preferable, but not essential if the candidate is otherwise able to satisfactorily demonstrate relevant experience and/or an aptitude for the role and responsibilities set out, above.</p>
5.	<p>Line Manager Chairperson or designated Board Member.</p>

CLOSING DATE – 10 September 2023

How to apply complete the application form and email it along with a CV to Jmorrison@aberdeenrenewables.com with the OPERATIONS MANAGER in the subject

Application form – **OPERATIONS MANAGER**

Your details

Name:

Address:

Postcode:

Phone:

Email:

Education and training

Please give details:

Qualifications

Please give details:

Right to work in the UK

Do you need a work permit to work in the UK?

Yes / No

Employment history

Current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Salary:

Length of time with employer:

Reason for leaving:

Duties

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

CV ATTACHED YES / NO

Interview arrangements and availability



If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process.

Stage 1 - Short Listing applicants.	Date
Stage 2 - Teams Interview.	Date
Stage 3 - In person interview.	Date
Stage 4 - Appoint successful candidate.	Date

Provide dates when you **will not** be available for interview?

If appointed - When can you start working for AREG?

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1

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Referee 2

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Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and that I am eligible to work in the UK. I accept that providing deliberately false information could result in my dismissal.

Signature:

Print Name:

Date:

CV ATTACHED – YES or NO

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