

Operations Officer

Job Title	Operations Officer
Contract	Part-Time (17.5 hours per week (0.5 FTE)
Location	Role-based at Barnsley Office, with some hybrid or home working if suitable
Salary	£24,000 pro rata (£12,000)
Place in Organisation	Reports directly to the Chief Operating Officer
Works closely with	Chief Operating Officer, Chief Finance Officer, Chief Executive Officer, Content and CRM Officer, Events Manager, Fundraising Service and Development Manager, Digital Marketing, Communications and PR Manager

About the role

As BBE's Operations Officer, you'll experience a varied role ensuring smooth operations at Brass Bands England's HQ in Barnsley. You'll work closely with the Executive Team to improve data collection for reporting and evaluation, and play an important role in the recruitment and onboarding of new employees to the organisation. As a point of support for the BBE staff team, you'll get to know our team based across the country and their activities.

How to apply

Applications can be submitted via the [Operations Officer](#) application form. As part of this form, you will need to provide a covering letter (up to 500 words) detailing your suitability for the role, and upload an anonymised CV.

Candidates will be shortlisted on the basis of the person specification.

Please ensure that your suitability in reference to this criteria is addressed in your application. If you require any further information about the role please contact jobs@bbe.org.uk in the first instance.

Applications close on **Wednesday 24 September at 9am**, with interviews held at the BBE office on **Tuesday 30 September**.

Tasks and responsibilities

The key tasks and responsibilities for this role are:

To manage the running of the Brass Bands England Office
<ul style="list-style-type: none">• Main point of contact for office equipment, IT support and contacts for office services• Manage and maintain the office, phones and photocopier• Support health and safety implementation• Accept and sort deliveries and post• Order office supplies• Monitor office budget• Ensure BBE events equipment is stored, checked out and returned appropriately
To support recruitment and HR operations
<ul style="list-style-type: none">• Prepare draft job specifications, recruitment adverts and application forms• Communicate with applicants at all stages of the recruitment process• Support consistent onboarding of recruits• Identify and source any required equipment for staff• Set up equipment, such as laptops, for staff and provide necessary support and training• Prepare draft contracts for staff and contractors• Monitor staff timesheets, holiday hours and holiday requests, and manage the holiday request system• Support the management of BBE's Google account
To support organisational data management
<ul style="list-style-type: none">• Monitor reporting needs for BBE's funders, supporting the Senior Management team in ensuring all necessary data is collected and collated by set deadlines• Monitor and set up monthly reporting sheets for staff and collate annual reporting data from this• Support project managers in data collection for evaluation and supplying audience data to the Illuminate platform
To support the Senior Management Team
<ul style="list-style-type: none">• Provide PA duties for the Chief Operating Officer and other members of the Senior Management Team, including diary and meetings management, travel arrangements and correspondence
General Duties
<ul style="list-style-type: none">• Support the development of office systems, proactively identifying areas of improvement, including use of AI• Any other duties pertinent to the role• Support the delivery of BBE's key events where necessary

Person Specification

Relevant Experience	Essential	Desirable
Experience in administration in an office environment	●	
Experience working in the charity sector		●
Knowledge	Essential	Desirable
Interest in and enthusiasm for the brass band or community music sector	●	
Knowledge of the software systems used by BBE (Airtable, Microsoft Office Suite, Google Suite, Zoom)		●
Skills	Essential	Desirable
Excellent attention to detail	●	
An ability to plan, prioritise and work to tight deadlines	●	
An ability to work as part of a team and act professionally and respectfully	●	
Efficient and courteous written and verbal communication skills	●	
Sufficient IT literacy to use customer relationship management software and project management software	●	
Excel skills	●	
Role Requirements	Essential	Desirable
Commitment to inclusion, diversity, access and equity.	●	