



Job Title: Assistant Operations Manager (Dry/Commercial Events and Maintenance Liaison)

Job Level: Middle Manager

Responsible To: Deputy General Manager

Direct Reports: Event Assistants

Place of Work: Based at Ponds Forge ISC but expected to travel to other venues as a when required.

Purpose of the Job

To support the Deputy General Manager in the operational provision for the venue, with a primary focus on the Dry Events and Commercial facilities of the venue and building maintenance.

Job Summary:

The Assistant Operations Manager will be responsible for the procurement and delivery of dry events and commercial bookings at the venue, liaising with the manager responsible for the Leisure Teams to ensure the correct staffing is in place.

Key Responsibilities:

- Procurement of Dry Events (Minor/Non-Governing Body)
 - Procurement of Dry Commercial Bookings
 - Contract and Costings
 - MRM Booking
 - Liaise with PAD
 - Dry Lead
 - Riders
 - RAMS
 - Staffing Requirements (Liaise with Assistant Operations Manager - Leisure Teams)
 - Store Room equipment checks and audits
 - Setup/Set downs when required
 - Liaising with central maintenance to ensure tickets are completed to a high standard
 - Lead on organising maintenance co-ordination
 - IEMS Check sheet (ensuring all completed)
 - Financial Input
 - Annual Reviews of above procedures
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- Opening/Closing Venue
 - Investigator when required for venue
 - General Health and Safety Duties
 - Pool Water Test
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Expected Behaviours

ICAN – Our company culture is built on this ethos. Supporting, helping, offering excellent service to all customers, stakeholders, and colleagues.

Ethical, with integrity – Operates with sound moral principles, through a broad knowledge of the wider environment. Displays strong integrity, honesty and builds trust easily

Inspiring – Approaches everything with energy, passion, empathy, and connection.

Driven – Extremely hard working, is compelled to accomplish goals individually and drives teams to do the same.

Excellent Communicator – Articulates clearly and concisely, listens to others, and ensures that relevant information is shared across the organisation.

Motivated Is genuinely invested in the success of their team and organisation.

Self-aware understands that their behaviour and mood has an effect on others.

Compassionate Has a good understanding of their team and is compassionate and empathetic to those around them.