



JOB DESCRIPTION

Job Title: Operations Manager – BIG 3 Programme
Grade: SO1 (SCP 23- 25)
Reporting to: Strategic Lead of the BIG 3 Programme

Job Purpose

To provide high-quality operational leadership and coordination for the BIG 3 programmes (Rowing, Karate and Volleyball), ensuring that all logistical, administrative and compliance arrangements support effective delivery across The GORSE Academies Trust (GORSE).

Key Responsibilities

Operational coordination and programme delivery

- Coordinate weekly delivery across GORSE establishments by maintaining a live central timetable of sessions, fixtures and training
- Liaise with BIG 3 Directors and academy staff to confirm staffing, venues and student attendance
- Resolve day-to-day operational issues, including staff absence, venue clashes and transport changes
- Support the BIG 3 Directors with termly and seasonal programme planning by building schedules and ensuring logistics are in place
- Maintain accurate central records of all planned and completed activity

Logistics, events and planning

- Coordinating fixtures, events and competitions including supporting the GORSE Games competitions
- Maintain an accurate central calendar of all BIG 3 activity and ensure it is shared with stakeholders
- Book transport, facilities, accommodation and equipment in line with programme needs and budget
- Produce and distribute clear event plans including timings, locations, staffing and contingencies
- Act as the main point of contact for communication between academies, staff, parents and external providers
- Ensure all trips and events are supported by completed risk assessments, Evolve submissions and required documentation

Compliance and safeguarding

- Ensure all activity complies with safeguarding, health and safety and GDPR requirements
- Maintain up-to-date records including consent forms, medical information and risk assessments
- Manage and quality assure the Evolve process for all off-site activity
- Review planned trips and visits with the Strategic Lead to ensure suitability and compliance
- Monitor adherence to GORSE policies and escalate concerns where necessary

Finance and resources

- Track programme expenditure against budget and maintain accurate financial records
- Process orders, invoices and payments in line with GORSE procedures
- Support the BIG 3 Directors with planning expenditure for fixtures, equipment and events
- Manage equipment inventory, including ordering, tracking usage and ensuring availability
- Identify cost efficiencies across transport, bookings and procurement

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Data and reporting

- Track participation, attendance and retention across all BIG 3 activity
- Analyse engagement of key groups, including disadvantaged students, and identify trends
- Maintain records of fixtures, results and outcomes
- Produce regular reports for the BIG 3 Directors, the Strategic Lead and senior leaders
- Support HR-related administrative processes including leave tracking and appraisal documentation

Communication

- Produce regular newsletters and event summaries that showcase student and programme success
- Manage and update BIG 3 social media accounts with consistent, high-quality content
- Ensure clear and timely communication of schedules, changes and events to all stakeholders
- Support the BIG 3 directors with promotional materials and programme visibility

Personal Responsibilities

- Demonstrate positive values and professional conduct in line with the Seven Principles of Public Life and GORSE values of diligence, integrity, rectitude and kindness
- Carry out duties in accordance with GORSE health and safety policies and guidance
- Build positive professional relationships and work collaboratively with colleagues across GORSE
- Engage willingly with training and professional development as required
- Treat all aspects of the role with the strictest confidentiality
- Comply with policies relating to safeguarding, health and safety, equality, diversity and inclusion, confidentiality and data protection, reporting concerns appropriately

Special Conditions of Service

- The post is subject to a satisfactory enhanced DBS check, right to work checks, suitable references and a six-month probationary period
- There may be a requirement to work off-site and outside normal working hours to meet the needs of the role and support academy events
- Contribution to the overall ethos, work and aims of GORSE
- GORSE operates a no smoking or vaping policy

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
• A relevant Level 4 qualification (or willing to work towards)	E
Knowledge and Skills	E/D
• Knowledge of safeguarding, health and safety, and GDPR requirements within an education or youth-focused environment	E
• Ability to design, implement and maintain effective operational systems across multiple sites	E
• Strong organisational and planning skills, with the ability to manage competing priorities and deadlines	E
• Clear and confident communication skills, with the ability to engage effectively with staff, students, parents and external partners	E
• Competence in using IT systems for scheduling, data management and reporting	E
• Ability to problem-solve and respond effectively to operational issues in fast-moving situations	E
• Knowledge of using social media or digital platforms to promote programmes or events	D

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• Ability to analyse participation or attendance data to support planning and decision-making	D
• Knowledge of school-based trips, visits and Evolve processes	D
Experience	E/D
• Experience of coordinating operations, programmes or services involving multiple stakeholders or sites	E
• Experience of planning and delivering events, fixtures or large-scale activities	E
• Experience of managing schedules, logistics or administrative systems	E
• Experience of working within an education, sport, youth or public sector setting	D
• Experience of coordinating transport, venues or accommodation	D
Personal Qualities	E/D
• Commitment to safeguarding and promoting the welfare of children	E
• Positive, proactive, and flexible approach to work	E
• High standards of professionalism and attention to detail	E
• Ability to work collaboratively with colleagues across multiple sites	E
• Commitment to equality, diversity, and inclusion	E
• Alignment with GORSE values: diligence, integrity, rectitude, and kindness	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

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