We are recruiting a new Horticultural Operations Manager.

(Job Share: Operations Manager 2)

This is an operations job share role with the added bonus of additional days to manage health and safety onsite.

The Operations Manager is responsible to the General Manager. This is a senior position within the organisation and the Operations Manager will be part of the Senior Management Team with an expectation that he/she will contribute significantly to both the smooth running and the on-going development of the organisation.

The Operations Manager will be jointly responsible, with the Support Services Manager, for the nursery in the absence of the General Manager.

The purpose of this role is to ensure the safe and efficient operation of the organisation with a split emphasis on both business growth and safety including:

Planning – Liaison on team commercial activities, staff planning and external events support

Communications – ensure all teams, including the volunteer work force are informed on wider nursery matters including external campaigns

Financial - Targets and costs are maintained to budget at all times

Training- Operations staff to be made available for induction and trained as per the company expectations

Health & Safety- Weekly auditing to compliance standard and continuous improvement is delivered

Hours of work are:

Thursday, Friday and Saturday 8.00am to 4.30pm

Salary will be dependent on meeting the criteria outlined in the job description.

For an informal discussion on the role please contact lorraine@miresbeck.co.uk

The Job Description, Job Specification, Background Information and Application Form can be downloaded from our website: [www.miresbeck.co.uk/the-charity/vacancies-volunteers/](about:blank)

Please include a handwritten covering letter with your Application Form, explaining why you are the right person for this role.

Closing Date: 29 March 2021