



Role profile

This document should be completed for every role in order to facilitate effective recruitment and to ensure all will know what is expected of them in their role.

Job details

Job title	Head of Operations
Reports to	Chairperson
Function	Executive Board

Key areas	Main duties and responsibilities
<ul style="list-style-type: none"> Leadership 	<ul style="list-style-type: none"> Awareness of empowerment Encourages others with enthusiasm and support Appreciation of role and the importance of achieving goals Motivates others Prepared to be hands on in approach in addition to taking a strategic view. Oversee the running of the FARS Office Ensure all events are organised and communicated in a timely manner with close liaison with HOD and HOFF Ensure all FARS communications are line with agreed standards
<ul style="list-style-type: none"> Communication 	<ul style="list-style-type: none"> Promote best practice Comply with FARS procedures Ensure work is delivered clearly and is easily understood Ability to listen Ensure that the FARS website is maintained with timely information Ensure FARS Social Media platforms are maintained and updated Ensure that all FARS records are maintained accurately Strong interpersonal and communication skills are required, coupled with an ability to form effective relationships with all those they interface with
<ul style="list-style-type: none"> Change Management 	<ul style="list-style-type: none"> Sees change as an opportunity Uses it to focus and make improvements to FARS Involves and persuades others of benefits of change. Manages change so as to bring about improved practices within FARS



The Federation of Artistic Roller Skating



Person specification

Criteria	Requirement
<ul style="list-style-type: none">• Knowledge and experience	<ul style="list-style-type: none">• Ability to work as part of a team• Knowledge of current social media platforms• Proven experience with events and people management
<ul style="list-style-type: none">• Skills/Qualifications	<ul style="list-style-type: none">• Good IT skills (Word, PowerPoint, Excel etc)• Excellent organisational skills• Excellent time management skills
<ul style="list-style-type: none">• Personal Qualities	<ul style="list-style-type: none">• Calmness• Working on own initiative• Approachable• Ability to challenge• Enthusiasm and a passion to succeed