

Newbury Pride Committee

Role Description

Role Title:	Operations Manager
Role Type:	Substantive Role
Responsible To:	Chair
Team:	Operations
Budgetary Responsibility:	Yes
Compliance Responsibility:	Yes

Role Summary:

To pro-actively manage procurement of goods and services required for Newbury Pride operations, including the Pride Parade & Festival, ensuring best available value for money and robust contractual arrangements. Oversee the Operations team throughout the year as well as taking an active leadership role throughout the period of site operations. Manage the security requirements for all events

Key Responsibilities:

- Identify, through review and strategic planning, in conjunction with the Parade and other teams, all key procurement requirements for the Pride Parade and Festival.
- In conjunction with the Chair, Safeguarding and Security Manager, and Treasurer, agree the annual budget for the Operations team and ensure compliance with this budget throughout the year, escalating any requirement for amendment appropriately.
- Proactively contact suppliers to obtain best possible quotes for Pride requirements, preparing comparative quotes along best business practices for presentation to and review by the Pride Committee.
- In accordance with financial management procedures and best practice, ensure that robust contractual arrangements are in place with all suppliers and that these are monitored for compliance throughout, authorising payment according to financial management procedures.
- In conjunction with the Funding and Marketing teams, ensure that opportunities are maximised for support of goods / services in kind to minimise costs.
- Ensure that all suppliers comply with relevant licensing, insurance and other restrictions and that all relevant documentation is provided in a timely manner.
- In conjunction with the Committee, provide leadership, support and oversight to the Operations team, ensuring the team functions effectively and efficiently and within all procedures where appropriate.