

CAMBRIDGE MUSLIM COLLEGE



Job Description - Operations Manager

The Operations Manager is responsible for overseeing the day-to-day operations of the College and managing the delivery of the College's strategic aims.

Key Responsibilities

1. Manage all administrative and development matters at the College not directly related to core teaching and research programmes.
2. Manage all College facilities including Unity House, student accommodation, and new properties and ensure all College facilities are maintained to the highest standards.
3. Manage administrative staff of the College effectively in the delivery of work and services and promote their professional and personal development.
4. Oversee the delivery of operational services including institutional partnerships, finance, human resources, quality assurance and statutory and regulatory requirements.
5. Oversee the maintenance of all College facilities including College premises and student accommodation and ensure that all College facilities are maintained to the highest standards.
6. Manage the preparation of budgets and financial projections.
7. Manage the College's IT provisions.
8. Work closely with the Principal in identifying any emerging needs of the College.
9. Maintain and develop the College's reputation and relationships with external stakeholders and partners.

Key Skills

- Excellent skills in organisational management and ability to work under pressure and meet tight deadline.
- Exceptional interpersonal skills and the ability to interact effectively with individuals from various sectors and fields of practice.
- Highly developed verbal and written communication skills.
- Ability to foster effective working relationships within a team environment.
- Ability to communicate and work effectively with external stakeholders.
- Close attention to detail.

Requirements

- University degree or equivalent
- Organisational experience in a small or mid-sized organisation or educational setting.
- Experience working as part of a senior management team.
- Experience delivering operational services in the public or private sector.
- Understanding of the Muslim education sector as it relates to higher education and public outreach.

Salary and Benefits

A competitive salary of between £34,189 - £39,609 per annum, subject to qualifications and experience.

How to apply

Applicants must have the right to work in the UK and demonstrate a commitment to the aims and ethos of the College. Applicants should submit a covering letter and curriculum vitae to humanresources@cambridgemuslimcollege.ac.uk.