

BAPRAS Advert

Operations Manager

**The British Association of Plastic, Aesthetic and Reconstructive Surgeons (BAPRAS)
and
The British Foundation for International Reconstructive Surgery and Training (BFIRST)**

**£45,000 - £55,000 per annum
(depending on experience - pro rata for part time)**

+ excellent benefits including 16% employer pension contribution

28 - 35 hours per week

Do you want an exciting new opportunity to manage and grow a team that will help the members of these organisations raise amongst the public and other professions awareness of the breadth of plastic surgery, promote innovation in teaching, learning and research, working and training overseas, and increase overall understanding of the profession?

The newly created role of **Operations Manager** will report to and work with the Officers and Trustees of BAPRAS and BFIRST, the British Foundation for International Reconstructive Surgery & Training in all aspects of managing the day-to-day activities of the organisations, team management, committees, governance, project delivery and member support.

This job is for you if:

- you like to collaborate and manage across teams and with many stakeholders.
- you pay attention to details even when deadlines or priorities are imminent or shift.
- you can plan as well as you can firefight.
- you can be flexible and attend events anywhere in the UK that may require overnight stays and / or weekend working.

We are for you if:

- you want to be part of a small, hands-on team dedicated to supporting the work of healthcare professionals.
- you want an opportunity to develop your experience in organisations committed to developing teams and the individuals in them.
- you want to receive a competitive salary and excellent benefits, including 23 days annual leave per year plus Bank Holidays (in addition the organisations are closed over the Christmas / New Year period), pension, private medical healthcare and sick pay.

To apply please submit the following:

Covering letter - one A4 page that sets out what you can bring to the role.

CV - no more than two A4 pages that highlight your skills and experience that will enable you to deliver what is required to do the job.

(Please note - applications that do not follow the above will not be shortlisted.)

Please contact us if you want if you want to submit your application or require any further information in another format.

Interviews will take place in central London on Friday 27 March 2020.

Applications must be received before the closing deadline of 11.00 am on Thursday 19 March 2020. Applications and enquiries should be emailed to jobs@personapm.co.uk.

BAPRAS and BFIRST are committed to equality and creating an inclusive culture with a diverse team. We welcome applications from everyone and will support you to reach your full potential and to be yourself in a working environment based on dignity, respect and mutual support. Should you need any adjustments at any stage of the recruitment process, in respect of disability, longterm health or any other conditions, then please contact info@personapm.co.uk.