



Horse + Bamboo are looking for a new member of our Senior Management Team to join the Chief Executive Officer. The new Operations Manager will lead on all operations within our heritage building which functions as an arts venue and community centre.

This role would suit an organised person with great communication skills and line management experience.

### **Terms**

- Salary – £16,800 actual (£30,000 pro rata)
- Hours – 21 hours per week and can be worked flexibly if required.
- Location – Horse + Bamboo, Waterfoot, Rossendale, BB4 7HB. This is an office-based role but some home and remote working can be agreed.

### **Operations Manager**

#### **Main Duties**

- To line manage Duty Managers, cleaning and event support staff
- Maintain personnel records including holidays, DBS checks & training
- Manage all contracts for staff, artists and suppliers
- Act as Safeguarding Lead for the company (training provided)
- Act as Fire Marshall for the company (training provided)
- Complete PRS requirements and reporting
- To manage storage, maintenance, compliance with health and safety requirements across the building
- Complete risk assessments for all aspects of building usage and outdoor events
- Complete temporary licenses and insurance documents for outdoor events
- To maintain and implement our Environmental Action Plan and keep Julie's Bicycle platform updated
- Negotiate, agree and manage contracts for maintenance work, technical services
- Manage the maintenance of all security, fire alarms and procedures
- To analyse smart building tech and highlight changes needed based on data
- Contribute to the development and implementation of capital projects
- Set up payments of suppliers as directed by finance team

- Manage petty cash and banking cash
- Manage correspondence between accounts@ email and finance team
- Support on evaluation and grant reporting as required

### **Person Specification - Essentials**

Line Management Experience

### **Experience we'd like to see but is not essential for the role**

First Aid Qualification

Safeguarding Qualification

Fundraising

Evaluation

Building Management

Sustainable Practice / Smart Building Technologies

Data Monitoring

Negotiating Contracts

Risk Assessments

To apply please send a CV and covering letter to [info@horseandbamboo.org](mailto:info@horseandbamboo.org)  
Deadline – 10am on Monday 13<sup>th</sup> April.

Interview dates – 23<sup>rd</sup> & 24<sup>th</sup> April 2026

For more information or to discuss the role please contact, CEO Jenn Camilleri [jenn@horseandbamboo.org](mailto:jenn@horseandbamboo.org).