

## THE BIRD OF PREY PROJECT JOB DESCRIPTION

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| <b>Job Title:</b>       | Charity and Operations Manager           |
| <b>Salary:</b>          | £30,000 – 38,000 dependent on experience |
| <b>Managed by:</b>      | Chair of Trustees on behalf of the Board |
| <b>Responsible for:</b> | Deputy Centre Managers                   |
| <b>Hours per week:</b>  | 40                                       |

### Purpose of the job

To manage The Bird of Prey Project Visitor Centre, bird team and charitable objectives on a day-to-day basis and work with the Board on strategic development, regulatory compliance, and risk mitigation.

### Key responsibilities

- Act as Duty Manager when on site at the centre.
- Line manage the Deputy Centre Managers.
- Lead the care, welfare, husbandry and training of the collection.
- Deliver flying experiences and flying displays.
- Manage our daily visitor experience and events.
- Develop new streams of income generation.
- Oversee our charitable objectives, including the Cavity Nesting Species Programme and accessible wildlife initiative.
- Work with the charity treasurer to:
  - accurately record finances
  - ensure key payments are made and collected on time
  - deliver payroll for employees
  - reconcile cash payments
  - review monthly forecast vs actuals reports
  - forecast and budget for the charity.
- Manage any relationships with other zoos and external bodies.
- Ensure compliance with our licensing requirements, Charity Commission guidance, the law, and other relevant regulations/guidance/best practice.
- Lead the strategic development of the organisation alongside the Board of Trustees.
- Attend, contribute to, and act as Secretary for board meetings.