

## OPERATIONS MANAGER

**Job Title:** Operations Manager

**Supported By:** Event Manager

**Brief summary:** The Operations Manager will work as part of the Core Event Management Team to ensure that Special Olympics policies and procedures are adhered to and that the Event meets the standards established by Special Olympics Ireland. The Operations Manager is primarily responsible for managing most of the operational (i.e. non-competition) aspects of the Event. The Operations Manager will deputise for the Event Manager as required.

### Key tasks & responsibilities checklist

#### Pre-event

**Completed (✓)**

- Attend the Core Event Management Team meetings to plan for the event.
- Gain a thorough knowledge of the venue being used and ensure areas have been allocated for all operational aspects e.g. catering.
- Attend Core Event Management Team planning meetings and input into the pre-event and event day plans.
- They will liaise with the Event Services Manager and Safety Officer to input into the development of the Venue Emergency Response Plan (VERP). They will also ensure that there is an announcer assigned.
- Ensure all Event day plans and pre-event action plans are developed by the Operations Functional Area Coordinators.
- Support the transportation and delivery schedule of equipment with SOI.
- Confirm with SOI the number of volunteers; and details of what catering has been ordered for the event and dietary requirements.


#### Event day

- Brief your Co-ordinators and volunteers at start of day.
- Oversee the set-up and tear down for the event.
- Allocate equipment to each functional area as required supporting the Logistics and Signage Coordinator (if assigned).
- Ensure signage has been adequately displayed, so the venue is both decorative and informative.
- Set up and manage systems to track the distribution and collection of all radios with the Communications Coordinator (if assigned).
- Ensure volunteer break out / catering area has been set up with the Catering Coordinator (if assigned).
- Oversee the implementation of the plan for the Opening / Closing ceremony.
- Deputise for the Event Manager as required.
- Thank volunteers and gain any feedback from their experience.
- Ensure all equipment is returned in working order. Advise event manager of any damaged or lost equipment


#### Post-event

- Attend Core Event Management Team debrief meeting

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