

We're Hiring!

Operations Director

My Bright Digital is on the lookout for a highly skilled, financially adept leader to be part of our awesome agency.

Who we're looking for:

We're seeking a talented and experienced leader to provide maternity cover for our Operations Director, which is an exciting, varied and hands-on role working at the heart of the company.

You'll form a crucial part of our senior leadership team, contributing to the strategic development of the agency. Working closely with the CEO, you will be responsible for ensuring that our clients are provided with a high-quality service, refining day-to-day operations and helping to maintain growth.

As a highly organised and experienced senior manager, you'll be responsible for leading our Finance, HR and Project Management functions, including the smooth running of all service delivery and back-office operations.

We're looking for a financially adept critical thinker, with strong business acumen and a track record of success in a comparable role. You'll also possess strong leadership skills and have the ability to inspire, lead and motivate a team. Ideally, you'll share our passion for digital marketing and technology too.

Above all, you should be a self-starter, who has the ability to be both hands-on and strategic and enjoys being part of a small, friendly team.



Who we are

We are a small, but rapidly growing, digital marketing agency with bases in London and Shrewsbury. We have clients from across Europe, in a whole host of sectors, and our work is never dull.

We're a nimble and dynamic agency - keen to be ahead of the curve and find new solutions to old problems, so there's plenty of potential for talented individuals to make their mark, develop their expertise and explore other areas of interest.

We care about our team and strive to create a culture where everyone feels valued, inspired by their work and able to contribute to our direction of travel. We care about the companies we work with and approach them as partners, rather than as clients. As a result, we tend to work with people long-term.

We're passionate about digital technology and we have big ambitions for the next few years. We're now seeking someone who shares our passion and our ethos to join us for our next exciting phase of growth.

We can't wait to meet you.

Day to Day

On a daily basis, you'll be responsible for:

- Contributing to the strategic development of the agency.
- Strategic leadership and management of the team, including oversight of the daily activity of team members.
- Oversight of the development and delivery of projects and services to maximise success and client satisfaction.
- Financial oversight and management, including leading the development and management of the budget and overseeing bookkeeping, accounting, and legal activities.
- Overseeing HR operations, including developing and implementing policies and processes.
- Leading and advising on employer and corporate responsibilities, including Health and Safety and Data Protection.
- Overseeing client support services and contracts.
- Influencing the broader organisation, using sound commercial judgement to inform key business operations decisions.
- Identifying areas of improvement across the company to create and execute plans, systems and policies to boost company effectiveness.
- Acting as the company's adviser on all issues relating to operational functions.
- Attending key meetings with members of the leadership team, as required.

You are someone who has:

Knowledge and skills:

- Strong leadership skills, including the ability to inspire and motivate a team.
- Experience of managing Operations in the digital, technology or marketing industry.
- A track record of success in a comparable role.
- Proven financial and budget management skills and experience, including the preparation of robust financial plans.
- Experience of managing HR systems, policies and processes.
- Experience of leading and driving business development.
- Excellent verbal and written communication skills
- Demonstrable experience of developing, implementing, auditing and analysing corporate policies and standard operating procedures.
- Experience line managing individuals and implementing processes to support their professional development.
- Excellent project management skills.
- A proven track record of delivering business results.
- Experience of client management processes – from proposal through to implementation stage.

Attributes :

- A creative strategist.
- Financially adept with strong business acumen.
- An understanding of and passion for digital technology.
- Self-motivated, with ability and will to be hands-on when necessary.
- Critical thinker with outstanding problem-solving skills.
- Ability to multi-task and use own initiative.
- A keen eye for detail and ability to produce consistently high-quality results.
- A highly collaborative team player.

- A customer-focused attitude.

You might also have (though it's not essential):

- An accountancy qualification
- Experience in a similar role within a digital agency.
- A project management qualification.
- Client facing experience.

Role details

(The important stuff)

Job title: Operations Director

Reporting to: CEO

Line management of: Three direct reports – Head of Digital Marketing, Digital Project Manager and the Finance and Operations Assistant.

Hours: Part-time, 3 days (22.5 hours) per week

Salary: c. £50,000 p.a. pro rata (dependent on experience)

Location: Currently home-based

Contract: Fixed term, 12 months from January 2021 (or as soon as possible thereafter)

Holidays: 25 days per annum (pro rata), plus bank holidays and an extra day off on your birthday.

Keep on learning: We believe that there's always an opportunity to learn and get better at your job. That's why we support personal development opportunities such as industry conferences and training.

How to Apply

Think you're the Operations Director we're looking for?

Send us your CV, along with a covering letter setting out how you meet the role description to: victoria@mybrightdigital.com.

The Process

So you'll have an idea of what's next, here are approximate dates:

- **Deadline for applications:** 9am, 30 November
- **Reviewing applications:** 30 November - 4 December
- **Interviews:** Starting 11 December

Contact

If you have any questions or you'd like to clarify something, get in touch with us.

Email us at helen@mybrightdigital.com