



## Operations Manager - Designate

**Location: Watford – extensive UK travel and some international**

**Salary: £28,000 - £30,000, dependent on experience**

We are seeking an ambitious individual in the early stages of their operational management career, looking to take the next step. This role is a designate (trainee) position, where you will be involved in providing event support to allocated contracts and events, ensuring that an exemplary operational service is delivered within budget and in accordance with CSP's Mission, Strategy & Objectives.

### Job Overview:

- Supporting the Senior Operations Manager and other operational managers in the operational planning, delivery and review for all events and upon handover, ensuring that all events are efficiently forward-planned, that the operations check-lists are adhered to, and that all event documentation, staff resource and logistical requirements are prepared in advance and in accordance with budget.
- Developing and nurturing strong, effective, professional relationships with all allocated clients and other key operational contacts to ensure that their expectations are met.

### Experience and Qualifications:

- Must have a flexible approach to working hours and travel
- Must have a full, clean UK Driving Licence
- Ideally you will possess an Event Management degree or similar
- Valid SIA licence is preferable but not essential

### Benefits include:

- 23 days paid holiday per year, rising to 25 days
- Private medical insurance for self and spouse/partner
- Life Assurance (4 x annual salary)

### To apply:

Please send your cover letter and CV outlining your relevant experience and suitability to [Laura.Obrien@gotocsp.com](mailto:Laura.Obrien@gotocsp.com) (add job ref. 0100M in the title of email).



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