

BSME Business Manager

Role Description

British Schools in the Middle East (BSME) is the largest dedicated network of British international schools in the Middle East and North Africa. We serve 150 Member Schools and ±100 supporting Partners. BSME runs the largest inter-school Student events programme in the Middle East, as well as comprehensive Professional Learning programmes. Additional services such as an Annual Conference for senior leaders and wider representation with educational and governmental organisations are also offered.

Role Purpose

Reporting to the Executive Committee and CEO, the Business Manager will be a self-motivated and autonomous individual who excels in a team environment. The successful candidate will demonstrate strong interpersonal skills and have the ability to effectively lead a small team whilst working with all levels of management, members and stakeholders.

The Business Manager will be an exceptional writer and communicator with strong English language and IT skills. The ability to prioritise a busy workload is essential. Some travel in the region will be required. In addition, a business-related qualification is essential.

Responsibilities

Member Services

- Line manage Professional Learning, Students and Digital Marketing Coordinators to ensure BSME's offer is varied, of a high quality, and marketed effectively to increase BSME's market share
- Ensure that Professional Learning and Students programmes/calendars are:
 - completed in a timely manner and to a high standard
 - relevant to the needs of members
 - marketed to a high standard
- Monitor Professional Learning and Students programmes, providing feedback for the Coordinators as well as the Executive Committee and CEO
- Monitor the quality of Digital Marketing in relation to BSME Services
- Liaise with Executive Committee Members linked to Professional Learning and Students as required
- Oversee the writing of, edit and deliver Professional Learning and Students reports for Executive Committee Meetings
- Report progress of Professional Learning, Students and Digital Marketing to the CEO and the Executive Committee
- Monitor Professional Learning and Students communication on the website to ensure content is up-to-date, relevant and increases market share
- Liaise with Digital Marketing to drive improvements for Professional Learning and Students on the website and increase the reach of the organisation on social media
- Contribute to budget preparation, monitoring and reporting, with a focus on Professional Learning, Students and Annual Conference
- Approve travel for Professional Learning, Students and Digital Marketing Coordinators in line with budget
- In the event of staff absence, represent BSME at Professional Learning and/or Student events where possible

BSME Annual Conference

- Overall project management, including administration and financial management, of the BSME Annual Conference and meetings
- Attendance is essential, therefore occasional travel is required

Communication

- Social media monitoring and engagement with the membership
- Oversee all communications with members

Administration

- Support the administration of the CEO and Executive Committee Members
- Administer all BSME personnel procedures including contract renewals, visa and working permit validity, accurate recording of various leave requests

Finance

- Submit annual projected budgets to the CEO and Senior Accountant as required

Operations

- Lead the business planning process to ensure that members are served to a high standard
- Create and implement an organisational sponsorship strategy, with creative support from the Digital Marketing Coordinator, to increase revenue for the organisation

Relationships

The Business Manager will work with the BSME Team, comprising the CEO, Senior Accountant, Services Coordinator, Students Coordinator, Professional Learning Coordinator and Digital Marketing Coordinator. The BSME Team is guided by the BSME Chair and elected members of the Executive Committee.

In addition, the Business Manager will work with various individuals across our membership, external organisations and accrediting bodies.

Ideal Candidate Specification

Essential

- Strong interpersonal, administration and leadership skills with an exceptional capacity to direct and lead multiple functions within an organisation
- Confidence to communicate effectively with a range of stakeholders across the education sector
- A proactive approach to problem-solving
- Proven organisational skills with an ability to think proactively and prioritise work
- Competent IT user with ability to use Google suite

Desirable

- Knowledge of budget management and financial analysis
- Understanding and experience of British education in an international context

Competencies

- Attention to detail

- Excellent time management
- Ability to multi-task under pressure
- Customer focused
- Assertive
- Self-motivated

BSME Recruitment Policy

BSME is committed to Safeguarding. Successful candidates must be willing to undertake and submit ACRO checks, which will be at the individuals' expense. In addition, BSME staff will regularly complete appropriate safeguarding and child protection training to keep abreast of critical updates.

All candidates wishing to be considered for the position of BSME Business Manager must submit their CV and cover letter (maximum one side of A4) addressed to the BSME CEO. The letter should outline why you would like to apply, how you meet our ideal candidate specification and what your salary expectations are. Applications must be sent by email to recruitment@bsme.org.uk.

BSME require two professional references, one of which will be the current or most recent line Manager. Written references will be validated by phone.

BSME reserves the right to appoint a candidate before the application deadline.

Closing date: 20 October 2021

N.B.: We regret to inform that due to the anticipated volume of applications, only successful applicants will be contacted for an interview.

Terms and Conditions

The precise details will be discussed and negotiated with the successful candidate. However, as a guide, BSME will offer the following terms:

Job title	BSME Business Manager
Reporting to	CEO and Executive Committee
Place of work	Dubai Silicon Oasis HQ
Hours of work	07:30 - 14:30 or 08.00 - 15.00, Sunday - Thursday
Annual leave	45 working days per year plus Dubai public holidays
Salary	Salary is dependent on candidate experience; candidates must outline salary expectations in covering letter
	BSME is a not-for-profit organisation
Benefits	Professional development opportunities Reduced working hours during Dubai school holidays
Start date	Immediate start

Additional comments:

- The successful candidate will be required to attend the BSME Annual Conference which may require overseas travel in the region for up to 4 days in Term 2.
- Additional overseas travel may occasionally be required from time to time; however, this will be kept at a minimum and travel expenses will be reimbursed accordingly.
- **This position will be offered on a local contract basis. The successful applicant must have their own sponsorship.**