



Operations Manager - Femto Forum

The opportunity

Working directly for the Chairman on a full time basis, you will be responsible for the day to day operations of an industry leading forum - from liaising with our members to managing our suppliers and budget and supporting the Chairman.

You will be a self starter with the enthusiasm and ability to work and converse with people from all nationalities. Your excellent organisational skills will be evidenced by a demonstrable track record in a comparable career.

This is an excellent opportunity for someone who wants the responsibility, experience and exposure gained from working at the heart of one of the mobile industry's most successful forums and high growth areas, while also providing the flexibility associated with home working.

The background:

The Femto Forum is a not-for-profit industry association, dedicated to enabling and promoting femtocells (an emerging technology that significantly improves mobile services in home and office environments – see www.femtoforum.org for details of the technology and our membership).

The Femto Forum is based in the UK but represents the interests of over 130 international member companies, including many of the world's largest mobile operators and equipment vendors as well as many smaller companies devoted to femtocell technology.

The growth of the Forum and the increase in the complexity and diversity of its activities has led to the need for a new role of full-time operations manager, who will play a central role in ensuring that the Forum achieves the aims set by the members of the Forum and by the Forum's Executive Board.

The Forum has an elected chairman, who chairs the Executive Board, which is an elected group of members, responsible for directing the Forum activities within the available budget, consistent with the priorities identified by the membership. Forum administration, marketing, legal and financial activities are conducted by an outsourced secretariat working for the Forum on a subcontracted basis. The detailed work of the Forum is conducted by several working groups, chaired by volunteers from amongst the members.

Most of the Forum activities are conducted via email and web conference calls. There is no dedicated Forum office. Each quarter a plenary meeting of members takes place, rotated around venues in Europe, Asia and the USA. The Forum also supports a series of international conferences, working with an events organising company.

Reporting to: Chairman of Femto Forum

Working time and environment:

- The role will be for 5 days of work per week and will be home-based. Computing and software resources will be provided.
- There are no fixed working hours, but the successful candidate will be expected to show a high degree of commitment to ensure the needs of the role are met in a timely and efficient manner.
- A high degree of flexibility in time will be required to handle calls and emails on an ongoing basis throughout the working week and often at times of day outside normal UK working hours.
- The role will involve periodic attendance at meetings of the secretariat and others, typically in central London but also elsewhere in the UK.
- The role will involve attendance at the Forum's international meetings, which take place four times annually at locations in Europe, Asia and the USA.

Skills:

- Strong organisational and project management skills
- Self-motivation and self-organizing
- Good familiarity with computing skills including MS Outlook, Word, Excel, Project and PowerPoint. Experience with an Intranet web management program such as SharePoint is also desirable.
- Excellent interpersonal skills
- Strong attention to detail
- Experience of industry associations and/or the mobile industry would be an advantage but is not required. Candidates must have a track record of managing multi-faceted projects on time and to budget.

Responsibilities:

- Creating and maintaining a master plan of Femto Forum activities, reflecting Forum events and priorities as identified by the membership and the Executive Board of Femto Forum.
- Commissioning, managing and coordinating the subcontracted activities of the Forum secretariat according to the master plan within the allocated budget.
- Assisting the chairman with administrative activities, including arranging and minuting meetings of the board and the working groups, arranging travel and maintaining records.
- Liaising with members to ensure that the Forum activities are meeting their needs and to determine how to continually improve the services offered by the Forum to members.

Application:

Send a CV and covering letter detailing your experience and qualifications plus your availability and salary expectations to: simon@femtoforum.org. Informal inquiries are welcome on 07730 300183.