



Job Title: Head of Operations and Projects

Location: London but remote-based

Salary: £55,000-£60,000 FTE

Contract: 12-month rolling contract

Hours: Full-time (35 hours)

Reports To: BUBR Founder

About Us:

The [Black Unity Bike Ride](#) (BUBR) is a charity dedicated to promoting health, inclusivity and community engagement through cycling. We empower individuals and communities, particularly those of Black heritage, by encouraging them to embrace cycling as a means of wellness and connection.

The video links below, bring to life all that BUBR is about:

BUBR 2024 Annual London Ride

<https://www.youtube.com/watch?v=8H64Kysxl04&t=1s>

BUBR Africa Tour 2024

<https://www.youtube.com/watch?v=Ym-tym5NX0A&t=12s>

Position Overview:

The Head of Operations and Projects will play a pivotal role in leading the operational strategy of the charity and enhance the efficiency and effectiveness of our processes. This position will involve fostering a motivated and engaged volunteer base, strategic oversight of the BUBR Africa initiative and conducting impact analysis of our activations. The ideal candidate will be passionate about community engagement, skilled in project management and possess a strong analytical mindset.

Key Responsibilities:

1. Operational Strategy:

- Develop and implement the operational strategies across all BUBR functions, ensuring high quality productivity and efficiency.
- Foster a culture of inclusivity, collaboration and passion within the team and volunteer network.

2. Operational Management:

- Oversee day-to-day operations of the charity, ensuring efficient and effective functioning.

- Manage budgets, governance, resources and logistics for all charity activities.
- 3. Volunteer Management:**
- Recruit, train and manage volunteers, ensuring they are equipped and motivated to contribute to BUBR's mission.
 - Organise volunteer engagement and recognition offer to support retention.
- 4. Project Management - BUBR Africa:**
- Lead the planning, execution and evaluation of the BUBR Africa initiative.
 - Collaborate with local partners and stakeholders to establish and maintain successful projects.
- 5. Data Impact Analysis:**
- Develop and implement metrics for measuring effectiveness and community impact.
 - Analyse data to continuously improve initiatives and report findings to stakeholders.
- 6. Community Engagement:**
- Build and maintain relationships with community organisations, sponsors and stakeholders to enhance the reach and impact of BUBR.
 - Coordinate events and activities that promote cycling as a vehicle for health and unity.

Qualities/Skills Required:

- Proven experience in non-profit operations, project management and volunteer coordination.
- Excellent organisational and multitasking abilities with a keen attention to detail.
- Strong analytical and data interpretation skills.
- Excellent communication and interpersonal skills with the ability to work collaboratively, inspire and lead diverse teams.
- Passion for health promotion, community empowerment and social impact.
- Ability to adapt to changing priorities and manage multiple projects simultaneously within a start-up culture.

How to Apply:

Interested candidates should submit their CV and a two-paged cover letter detailing their relevant experience and passion for the mission of Black Unity Bike Ride to pr@blackunitybikeride.com