



# Flitwick Town Council

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### Post Information

Post:	Business Operations Manager
Department:	Rufus Team
Responsible to:	Town Clerk
Salary:	Spinal Range <b>32</b> £28,630 – <b>36</b> £31,764 Starting salary dependent on experience and qualifications
Hours of work:	36.5 hours per week worked Monday to Sunday Core hours worked Monday to Friday. Evening and weekend work required when managing functions and events
Contract:	Permanent – subject to satisfactory references and a six month probation period and review
Role summary:	To organize and oversee the operational function of the Rufus Centre business. Responsible for the Rufus Team. Attend events and functions as appropriate.
Anticipated Start Date:	April 2018