

LONDONREAL

Job Title: Head of Operations

Company: London Real

Department: Operations

Salary: Negotiable depending experience

Location: Shoreditch – onsite

Reporting to: Senior Leadership Team

Working Hours: 09:00 - 18:30 (Mon to Fri)

About London Real

Founded in 2011, we are an independent global media company with an online platform with over 500 million views on YouTube and over 4,000,000 subscribers viewing our content across all channels weekly. We have recorded over 1000 interviews with some of the most influential and inspirational people in finance, technology, science, sports, entertainment, politics, and wellness. Our Academy courses incorporate the most powerful wisdom from our diverse guests on London Real as well as promoting financial freedom through DeFi.

At London Real, our mission is to transform humanity into a fully empowered, conscious, and cooperative species. We are a lean, agile and very ambitious organisation focused on continuous improvement in our products, content, and our processes.

Main Purpose of Role

London Real is seeking a Head of Operations to manage day to day business operations, as well as take ownership of a number of strategic projects and product development which are key to our growth. The successful candidate will be responsible for ensuring our strategic goals are delivered on all products in line with stated objectives. You will provide guidance and support to our video, design and marketing departments. You will help manage the day-to-day operations of the team and communicate progress to the wider business. The ideal candidate will have outstanding communication and organisation skills to manage the many and varied stakeholders across a variety of issues and projects.

LONDONREAL

Key responsibilities

- Manage the operational workstreams to ensure teams deliver required plans at pace
- Work with the senior leadership team to set strategic goals and plans
- Articulate digital strategies and operational plans
- Articulate requirements for functional teams – Marketing, Design, Social Media
- Monitor, report and manage KPI's
- Identify areas of cost saving and investment
- Support and drive cross-functional culture, systems and processes
- Work with HR to identify training requirements and carry out appraisals
- Own the full lifecycle of an issue or project, including risk assessment and management, business alignment, design, build, quality assurance, delivery and post-delivery support
- Ensure all deadlines and objectives are met within the required timeframe
- Implementing new organisational processes where none existed previously and discarding any processes that are not working
- [Manage and maintain a number of key operational processes including episode broadcast, regular marketing campaigns and product delivery]

Experience/Requirements

- At least 8 years experience as an operations manager/head of operations within a media environment is essential
- A demonstrable track record of project management within the media sector
- Strong understanding of operational procedures and processes
- Experience of managing a team is essential
- Solid digital and production skills with the ability to learn new digital tools and concepts quickly
- Degree educated, preferably within media, journalism, project management, technology, or any other relevant field
- A passion for digital media

Personal Skills

- A passion for digital and broadcast media
- Ability to learn quickly
- Act with respect towards your colleagues and work collaboratively to help the organisation succeed
- Work with enthusiasm and take pride in who we are and what we do as an organisation
- Flexible, can-do attitude with the ability to react calmly in a pressurised situation
- Attention & accuracy to detail
- Ability to work to tight deadlines and prioritise workload
- Excellent organisational and time management skills
- Problem solver

LONDONREAL

- Ability to maintain and build strong business partnerships with colleagues and third-party organisations

If you believe that you are a suitable candidate and are looking for a fantastic opportunity to work at an expanding media company, then please apply now.