



[Operations Manager]

Reports To

The Operations Manager will report to business owner.

Job Overview

Manage a team of skippers, instructors and guides in this wildlife adventure trip business and RYA training center in the Moray Firth, Scotland. The operations manager is responsible for the running of most aspects of the company, to ensure the smooth running of trips, running logistics and training courses. The Operations Manager will also be expected to run trips and courses. The successful candidate must have a passion for marine wildlife, and the marine environment. They should have an outgoing personality and the willingness to work flexible hours.

Responsibilities and Duties

- Managing the general running of this business; licensing, surveys, insurance, public liability, marketing, accounts and administration (email, enquiries, scheduling, social media).
- Boat preparation for trips
- Skippering wildlife adventure trips. Responsible and sustainable interactions with wildlife from the vessel
- Maintaining vessels; cleaning, basic repairs, scheduling servicing, etc.
- Guiding wildlife trips- interacting with passengers regarding local wildlife, geography and history
- Recruitment & staff management
- Maintenance & cleanliness of center

Qualifications/Experience

Required/essential:

- Keen interest in marine wildlife, with the ability to communicate this to passengers
- Powerboat driving experience. Ideally minimum: Powerboat level 2 commercially endorsed (or be willing to train to this level and beyond)
- Guiding experience
- Outdoor activity management experience
- Administration experience
- Ability to work independently and on a team

Desirable:

- Advanced Powerboat driver & Powerboat instructor
- Vessel and outboard maintenance experience

Schedule:

Seasonal Position – March - October