

Women in Defence UK Business Manager

Women in Defence UK are looking for an organised, capable, and adaptable person to lead the day to day running of the business. The role will involve responsibility for the whole of the annual Awards programme, planning the programme for the year, developing the annual budget, overseeing all financial aspects, planning events and ensuring that reports are written and released to meet deadlines.

About Women in Defence UK. Guided by Emmeline Pankhurst's principle of 'Deeds not Words', our purpose is to accelerate gender equity in the defence sector. Working as one of the three legs of the Women in Defence Charter, we strive to support the Charter ambition of 30% of all roles to be filled by women by 2030. By achieving this Critical Mass, we will speed-up the transition towards a more balanced, inclusive and equitable defence enterprise. Our influential network enables the sharing of best practices and the sparking of innovative thinking. We Inspire through our annual Awards, recognising and celebrating exceptional people in defence and through our renowned cross sector Mentoring programme. We Challenge the norms and prompt progressive thinking through in-depth discussions with Senior Officers and Officials.

Our unwavering commitment to betterment of the defence enterprise has sparked considerable progress; from influencing policy changes to fostering inclusivity in defence organisations. The scale of the change we effect, however, is linked to the active participation of our partners and wider community.

Join us in our work. Together, we can put words into actions and transform the defence sector into a representative and equitable space, where all genders can work and thrive.

The main activities the candidate will undertake are to lead the day-to-day running of the business.

Key accountabilities:

- Oversee and co-ordinate the different strands of work within WiD UK
- Produce the annual programme encompassing all WiD UK activities
- Have responsibility for the whole of the annual Awards programme, including category review, nominations approach, accurate processing of nominations, fair and equitable judging, timely and accurate announcements, planning the Shortlisting Reception and the Awards Dinner, ensuring all collateral is designed, shared and used in line with brand guidelines, liaison with suppliers and Partners
- Develop the annual budget, reviewing last year's costs and prices and making recommendations for changes
- Review and make recommendations for changes to Partnerships in line with strategy reviews
- Seek opportunities at Conferences such as DSEI to further business development opportunities
- Line-manage all staff and contractors, seeking new secondees as appropriate
- Ensure that WiD UK operates in line with relevant legislation such as all as GDPR, seeking advice where necessary
- Identify risks and issues and make recommendations to the Founder on their management
- Oversee all proposals, invoices, contracts, ensuring that legal advice is sought where necessary
- Ensure that annual reports are drafted, reviewed, printed and uploaded onto the website in a timely and accurate fashion.

Behaviours and skills

We are looking for someone who:

- Has experience of managing a business with multiple strands of work
- Is very organised and can co-ordinate multiple issues simultaneously, prioritising as necessary, whilst working to tight deadlines
- Has financial and budgeting experience
- Has excellent planning ability with a real eye for detail
- Has line management experience
- Has experience of business development, plus associated invoicing, purchase orders and proposal writing
- Is able to identify a clear, practical solution having drawn upon multiple information sources.
- Must be highly motivated.
- Has well-developed written and verbal skills. Must be highly computer literate particularly in use of MS Word, Excel and Power point.
- Is highly reliable and conscientious. Team player is essential.
- Must be adaptable, able to flex styles to suit the situation.

This is a rare chance to help steer a purpose-driven organisation, where your leadership will directly shape impactful programmes, influence strategic growth, and contribute to a more inclusive and equitable defence sector

