



Motion Forward

Following 12 months of establishing Motion Forward in Scotland, a joint venture between Bike for Good and Vélogik. Its directors now seek to appoint a **Head of Operations and Business Development** to lead the organisation through to its next exciting phase of growth in the rest of the UK.

Our Services are:

- Fleet Maintenance for Bike Share Schemes; Bike Subscriptions; and Digital Tools

We already have a strong presence and maintain 50,000 bikes in Europe and the UK (Véligo and Vélib in Paris; Free Vélo'v in Lyon, and Nextbike in Glasgow).

The Head of Operations and Business Development will be responsible for the overall operations of the company within the UK, in line with Bike for Good and Vélogik's local and global strategies and will be focussed on business development and the launch of new city locations.

Principle Accountabilities

Business Operations:

- Management of and Overseeing UK Business Operations
- Management of Operations Managers
- Develop and drive initiatives within the management team
- Ensure a professional climate that promotes the values of the company
- Oversee employee performance and financial growth and stability
- Ensure that a system is in place for effective communication within the management team, with Bike for Good and Vélogik
- Any other duties relevant to operations across the business

Business Development:

- Lead Motion Forwards sales strategy as agreed by the Board
- Manage the development of the organisation, partnership opportunities and all external communication and marketing activity
- Seek new business opportunities through effective working with key partners and stakeholders
- Head up Public Relations with Local Authorities, members of Government and other relevant cycling organisations and partners
- Presence at Motion Forward events and during launches in new cities (willingness to travel is essential including overseas where required)
- Any other duties relevant to Business Development across the business



Financial Control:

- Develop, monitor, and guarantee compliance with the operating and investment budgets
- Oversee customer and supplier invoicing
- Take remedial action where necessary and to inform the Board of any issues
- Ensure that Motion Forward complies with all applicable legal and regulatory requirements (H&S, GDPR, Cyber Security, etc) and appropriate best practices in corporate governance
- Any other duties relevant to Financial Control across the business

Knowledge, skills, and experience required:

- A confident, visionary leader, who can engage with senior stakeholders
- Results-driven approach, creating innovative solutions, winning together the right way
- Committing to realising the vision of Motion Forward and can inspire engagement, passion, and performance
- Initiative – the ability to work alone and take a lead when hurdles arise or when tasks require completion
- Passionate and collaborative team player with a high degree of integrity and personal responsibility
- Candidates must be able to demonstrate experience of working with complex stakeholder groups and be comfortable and confident in this environment
- Educated to degree level or equivalent

Motion Forward is committed to Corporate Social Responsibility, additionally we encourage people that identify with a marginalised background to apply for our roles, however all applications are welcome and will be treated fairly and equally. If you need additional support or information to aid your application, please contact: recruitment@motionforward.co.uk

Location:	Manchester based (working across UK)
Contract:	Permanent. Full time 37.5 hours per week (Motion Forward operates a flexible working policy and are open to negotiating other working hours and patterns)
Reports to:	The Board of Directors
How to apply:	Please email a CV and covering letter tailored to this role to: recruitment@motionforward.co.uk
Closing date:	21 st of October 2022. Please note that all CV's and covering letters will be reviewed and scored when received so the post may close early. Therefore, if interested please apply without delay.

The Job description is current at date of issue, however, is subject to updates and changes throughout the recruitment process and beyond. All updates will be communicated.

