

Sitaram and Sons Limited trading as:
Yoga Nidra Network and Yoni Shakti Projects
www.yoganidranetwork.org
www.yonishakti.co

Operations and Finance Manager – Job Description

For Immediate start.

Description prepared 8 July 2020

APPLICATIONS CLOSE 17 JULY

To APPLY –

Please prepare a **personal statement** of no longer than two pages that addresses **ALL TEN of the ESSENTIAL and DESIRED qualities specifically listed below**, with brief examples of your relevant work experience to demonstrate proficiency or allied skills in relation to each quality and/or capacity.

Email this statement,
together with a copy of your CV
to cecilia@thesource.co with a copy to uma@sitaram.org

THANK YOU for your interest in our work.

Person specification

- You are highly organised, very well self-motivated and full of initiative.
- You are reliably able to work remotely, organising your own time and prioritising multiple projects and tasks and liaising with team members sometimes under pressure of urgent deadlines.
- You are passionate about yoga as a tool for liberation, justice and freedom: this includes both empowering women through yoga education and self-care, *and* sharing the healing and potent benefits of Total Yoga Nidra worldwide.
- You have excellent, clear communication skills, sensitivity and kindness in written and spoken interactions.
- You have proven IT skills, and capacity to organise systems for managing the financial and operational aspects of the intersecting businesses of Yoni Shakti projects et al and Yoga Nidra Network.
- You have proven project management and financial management skills, and the capacity to utilise and develop our CIVI CRM database functions in so far as it is relevant for managing the projects under operation.
- Ideally, but not essentially, you will also hold a yoga teacher training or yoga therapy qualification and have an in-depth knowledge of the wider world of the international

yoga industry, yoga nidra and yoga therapy communities and women's empowerment work.

- You are adaptable, keen to take responsibility, and committed to following through with all tasks without direct in-person line management.
- You may also have experience of participating in web-development projects, and the capacity and willingness to contribute to the back-end user interface consultation process to support a future development of new website/s to support the work of Yoga Nidra Network and Yoni Shakti projects.
- You also have a willingness to attend brief weekly meetings, to report informally on your projects and work with a small team of four other part-time remote workers without any recognisable or traditional company limitations or hierarchical framework of management and control.
- You will need to be a truly focused and friendly person to be willing to work towards pioneering new, democratic and feminine ways of doing ethical business that are 'out of the box' and aim to have both local and global impact.

You will be part of a team that includes a Social Media Strategy Manager and Retail Manager, Bookings Manager, Social Media Manager, Student Support team and Curriculum Development team. You will also have dealings with a web-master and periodic check-ins with the new Yoni Shakti the Movement Campaign Manager. We work in a very friendly, informal and open network manner that is responsive to cyclical wisdom of the seasons, people's emotional states and life journeys, and so can often seem chaotic.

Responsibilities

This is a partial job-share in terms of sharing responsibility for an understanding of the operations' over-view, so it will involve in the first instance developing a positive working relationship with Cecilia Allon who is currently Social Media Strategy and Retail Manager, as well as manager of the Yoga Nidra Network Associate teacher scheme, Directors' Assistant to Uma Dinsmore-Tuli and Nirlipta Tuli, and Campaign Manager for the Yoni Shakti the Movement Campaign.

The job-sharing will involve taking on and developing the Operations Management aspects of Cecilia Allon's current responsibilities for multiple projects, including crucially, developing a sustainable and workable financial and operations management systems for all projects that could also be used to work more collaboratively with the rest of the team.

Specifically the operations manager will:

- Be responsible for handling the daily in-box of email messages from retail customers, students, teachers and associates: triaging requests for action (and inter-action) to different team members in a timely and appropriate manner.

- Develop and Manage systems for tracking expenditure, payments and forward financial planning for the projects of the Yoga Nidra Network and Yoni Shakti Projects. Future/ongoing projects include:
- Support Nirlipta Tuli in the financial tracking for the students on the newly launched Total Yoga Nidra Network Online Teacher Training Courses, Yoni Shakti Online Immersions and the forthcoming Online Yoni Shakti Well Woman Yoga Therapy Training.
- Overseeing and managing a marketing contractor to reach agreed goals in sales for these courses listed above. In particular these will focus on the most significant and valuable courses of the nidra training and the yoni shakti training.
- Support Nirlipta Tuli in establishing a system of finance through an external finance organisation to provide part payment options for students on teacher training courses.
- Support the proposed launch activities for the Nidra Shakti Decolonised Encyclopaedia of Yoga Nidra (Samhain 2020)
- Project manage the translation, subtitling and online launch of the Total Yoga Nidra Online Immersion course in Spanish (translation currently in process – expected completion September 2020)
- Support our bookings manager in managing financial decisions for on-site arrangements for training courses and events as and when, or if and when they are again permissible according to social distancing regulations.
- Support Nirlipta in securing pro-active marketing for his new course and for various short courses, one to one sessions and other courses.
- Ongoing support of the directors through development of simple systems for financial management and planning of multiple projects.

ESSENTIAL AND DESIRED experience and qualities

Please address *each one* of these points in your personal statement of no longer than two pages. Please addresses **ALL TEN of the ESSENTIAL and DESIRED qualities specifically listed below**, with brief examples of your relevant work experience to demonstrate proficiency or allied skills in relation to each quality or capacity.

1. **Essential:** Customer Service – effective and prompt communicating with students, customers and teachers via email and phone.
2. **Essential:** Project management (completion of campaigns, marketing strategies, retail product launch, event launch or similar)
3. **Essential:** Operations management of multiple projects (prioritising tasks and moving work forward)
4. **Desirable:** Financial management systems for team use
5. **Essential:** Liaising with multiple team members on different projects
6. **Essential:** Understanding of and commitment to the Operating Ethics of the Yoga Nidra Network including the practical implications of anti-racist and pro-feminist working practices to promote equity, diversity and inclusivity.
7. **Desirable:** CIVI CRM database management or similar
8. **Desirable:** Familiarity with the Social Media and community building platforms of Facebook, Instagram, Patreon and You Tube, or a willingness to commit to rapid learning about the social media presence of Yoga Nidra Network community and pages, and Yoni Shakti related groups and pages (YSTM Group, Womb Yoginis Page, Uma Dinsmore-Tuli Page).
9. **Essential:** Access to reliable, strong internet signal and up to date laptop, computer and phone to permit efficient work online.
10. **Essential:** A regular practice of self-enquiry and nurture that provides sufficient personal, psychic and spiritual support and nourishment to resource you to engage professionally and effectively with the radical work of the Yoga Nidra Network and Yoni Shakti projects.

Terms of employment

We are looking for a self-employed contractor for a minimum of two or three days per week in total (20 hours a week max). Ultimately these hours are flexible, and can be organised to suit the Operations Manager, but to do this job effectively, it may be necessary, especially at the beginning, to ensure that the hours worked closely match those worked by the Retail and Social Media Manager and Director's Assistant so that she can effect a complete handover of the current overview of projects she is managing and needs to pass to or share with the in-coming Operations and Finance Manager.

Also it may be necessary at some points, to divide these hours evenly across the week, and to be willing to check in on email and with other team members if particular projects are at crucial points.

Pay is £20 per hour, hours worked to be tracked by the operations manager themselves and to be invoiced monthly to the Director and Accounts worker. Payment via BACS one month in arrears. The operations manager is responsible for the payment of their own taxes.

The number of hours necessary in any given week depends the phase of development of the multiple projects under operation, which can vary through the year, so sometimes the minimum hours will be exceeded, whereas sometimes there can be quiet moments.

Time off and time away is to be arranged in prior consultation with team colleagues and cover can be provided for leave and holidays as required.

Because of the cyclical nature of this work, it is necessary for the Operations and Finance Manager to commit to a contract of a minimum of one year to ensure follow through on all projects for which they have responsibility.

The Operations and Finance Manager will report directly to job-sharer/ colleague Retail and Social Media Manager and Director's Assistant (Cecilia Allon), with a dotted line to Directors (Nirlipta Tuli and Uma Dinsmore-Tuli).

The Operations and Finance Manager will liaise periodically with the Yoni Shakti the Movement Campaign (YSTM) Manager to ensure timely payment of invoices and cogent management of the finances of the YSTM Campaign

Training

An overview of all projects currently in hand will be provided by Directors Uma Dinsmore-Tuli and Nirlipta Tuli, together with Director's Assistant Cecilia Allon.

Induction to the aims and goals of the current Yoga Nidra Ethics Statement project and Yoni Shakti the Movement campaign will be given by the Campaign Manager (Cecilia Allon) to empower the correct candidate to situate themselves and their work clearly in relation to these two on-going current projects.

Overview of the current social media strategies (which will interface with the work of the Operations and Finance Manager will be given by Social Media Strategy Manager.

Induction to the front-end use of The Source CIVI CRM database will be given by Bookings Manager (Virginia Compton).

Induction to the back-end use of The Source CIVI CRM database will be given by Web Master (Ben Jarlett).

Start date

Ideally immediately