

Operations Assistant

Role Description

Operations Assistants are appointed to support the Coordinators and Operations Director. An Operations Assistant is primarily responsible to one of the Coordinators (Enroute, Aerodrome or Sector File) depending on their appointment, however all assistants are expected to contribute to other tasks within the department.

Responsibilities

- Depending on experience, reviews, edits or produces documentation delegated by the Aerodrome or Enroute Operations Coordinator
- Contributes to the Sector File, Controller pack and UKCP API to keep controlling resources up to date;
- Attends meetings to discuss issues relating to resources and procedures;
- Takes an active role in AIRAC planning and contributes to data updates each AIRAC cycle;
- Undertakes projects or development tasks as delegated by the Operations Director.

Candidate Specification

The candidate is expected to have good knowledge of Air Traffic Control procedures suitable to their level of appointment.

Minimum Requirements

A successful candidate **must**:

- Hold a minimum of an S1 rating;
- Be a home member of VATSIM UK or able to transfer to the UK division as a home member;
- Be a member in good standing;
- Possess a high standard of written English;
- Be able to commit a minimum of 1 year to the role.

Desirable Characteristics

The following qualities will help a candidate to be successful in the role:

- Have detailed understanding of Air Traffic Control procedures, including real world and VATSIM documentation;
- Possess critical thinking skills and show attention to detail in their work;
- Be able to manage their time well and complete tasks according to deadlines;
- Have experience working with our github workflows (sector file and controller pack).

Expectations

The expectations for independent work will vary depending on experience, and the branch of the department to which the Assistant is assigned. A period of learning of at least 3 months is expected to understand the department processes, through which time the candidate will be supported by the other department members. You can expect to spend at least 7 hours per week performing duties, though this amount often increases in the run-up to AIRAC releases.