



JOB DESCRIPTION and PERSON SPECIFICATION OPERATIONS MANAGER (OM)

Responsible To:	The Operations Manager is directly responsible to the Board of the Trust.	
Key Tasks:	We expect you to take responsibility for achieving results and to aim for continuous improvement in the quality of what you deliver and in your self development.	The Operations Manager will be responsible for the development and management of the Trust and for the services it provides, and for ensuring that the Trust stays true to its aims, visions and values as agreed by the Board.

KEY ELEMENTS

- 1 The effective management of the daily operations of the Trust.
- 2 The development and implementation of the Trust's business strategy, financial planning and associated action plans.
- 3 The management of the current assets and premises of the Trust and the development of the asset base to provide a sound financial basis for the future.
- 4 Preparation of reports and the preparation, monitoring, implementation and reporting of budgets for the Board of the Trust, and ensuring their objectives and policies are followed.
- 5 Liaison with collaborative organisations, such as the validating University, and any organisation with whom the Trust has an agreement.
- 6 Ensure quality control systems are in place and up to date and that the Trust's policies and practices comply with legislative and best practice requirements.
- 7 Strong leadership, recruitment and management of the management and staff teams. The setting and monitoring of strategic objectives for staff team members and staff policy; supervision and management of staff including training, motivation, support and development.
- 8 Represent and promote the Trust, including through networking, liaison and working with various agencies including the local community and voluntary agencies, central and local government, Charities Commission, etc. to ensure the interests and standing of the Trust are enhanced.
- 9 Work to maximise funding available to the Trust and deliver projects for which any funding is obtained to meet the conditions of the funder. Coordinate the setting up of projects and project steering groups/committees; monitor projects and delegate responsibilities to relevant project managers.
- 10 Ensure that the Trust, its staff and users, reflect and respect the diversity of the community it serves.
- 11 The OM is responsible for the health and safety of staff and visitors.

Special Circumstances

The postholder will be required to work flexible hours including evenings and weekends to ensure the delivery of services and to attend such meetings and conferences as is required to further the Trust's interests outside working hours.

