

JOB DESCRIPTION

Role Title	Head of Operations
Salary	<u>£55,000 (FTE) £33,000 (Pro rata)</u>
Hours	21 Hours per week
Location	Frank Sweeney Centre for Enterprise, 82-84 Glasgow Street, Ardrossan, KA22 8EH
Reports to	Board of Management

The Role

Reporting directly to the Board of Management the role has responsibility for building and maintaining relationships with partners including funders, statutory bodies and community groups, seeking funding opportunities and strategic leadership.

This role ensures that the Trust's activities are effectively delivered and managed in line with its governance requirements, mission and objects.

Key Responsibilities

Line management responsibility for key managers, officers, staff, volunteers and trainees as well as subsidiary organisations of the Trust.

Identify, organise and prioritise tasks in order to achieve organisational objectives, meet deadlines and Board expectations

Communicate effectively with a variety of audiences (e.g. community, funders, management, board/governance)

A self-motivator with proven senior management skills and a flexible approach to handling changing work demands including setting realistic expectations for your team and monitoring/reporting on the same

Proficient in IT skills including MS Office applications

Experienced in report writing

Prepare and present monthly financial and developmental reports to the Board of Trustees

Assist the Board in fulfilling its governance responsibilities

Ensure compliance with relevant regulatory and legal obligations

Ability to lead, guide and support a dispersed team across a number of sites

Build strong relationships and partnerships including lobbying on behalf of ACDT where appropriate.

PERSON SPECIFICATION

Person Specification: Head of Operations

	Essential	Desirable
KNOWLEDGE	Working knowledge of HR, legal and Health & Safety frameworks	<p>Knowledge of capital and revenue funding sources</p> <p>Understanding the social and economic context of Ardrossan and North Ayrshire</p> <p>Knowledge and experience of community engagement principles and in practice</p>
SKILLS	<p>Excellent communication and inter-personal skills</p> <p>Business and people management skills at a senior level preferably within the community, charitable or public sector</p> <p>Good report writing & business/strategic planning skills</p> <p>Strong financial management skills</p> <p>IT skills in document and spreadsheet creation and use (Word & Excel)</p>	
EXPERIENCE	<p>Experience of community project development and delivery</p> <p>Experience in reporting directly to a Board of Directors and able to work collaboratively with trustees, staff and external stakeholders</p> <p>Governance experience – particularly policy development</p>	<p>Experience making applications and reporting to funders.</p> <p>Experience of working with volunteers</p> <p>Commercial/retail management experience</p> <p>Project Management experience</p>
OTHER	Self-driven and motivated to manage own workload to achieve agreed goals	Car Driver

	A creative and enthusiastic approach to problem solving	
--	---------------------------------------------------------	--