

Person Specification
Charity Operations Manager
Home-Start South Warwickshire

The Charity Operations Manager is a key leadership role to lead the next phase of our charity's development, to ensure the sustainability of our much needed support service to young children and families in South Warwickshire.

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Charity Operations Manager:

Essential

- An understanding of the needs of families with young children
- Relevant previous or current employment (in a leadership or management role)
- Knowledge of safeguarding issues, legislation and processes
- Have demonstrable experience of leading, developing and motivating a team, including both employed staff and volunteers
- Confident in developing relationships and partnerships with a variety of stakeholders
- Knowledge of the charity/volunteer sector
- excellent interpersonal and communication skills
- Excellent planning and organisational skills
- Keen attention to detail
- Positive attitude to problem solving
- The ability to analyse and interpret statistical information
- Knowledge of, and commitment to, equal opportunities, anti-discriminatory practice and knowledge of current legislation and policies relating to children and families
- Good IT skills with MS Office and databases
- Eligibility to work in the UK

Desirable

- Relevant experience of fundraising and confidence in identifying funding opportunities, including submitting funding applications and reporting to funders (training can be given)
- Experience in managing recruitment, appraisals and supervision