**Charity Operations Manager - Job Description**

**Home-Start South Warwickshire is seeking to appoint** an exceptionally organised and highly motivated and capable Operations Manager to lead and develop this thriving charity. The Operations Manager will hold overall responsibility for the strategic development of the charity, promote the service to external organisations, and ensure all legal obligations are met. The Operations Manager will have excellent commercial and interpersonal skills, be adept at interpreting data and able to manage financial budgets and develop successful fundraising proposals.

**This is a challenging but hugely rewarding role to lead and further develop a fantastic staff and volunteer team supporting local families facing the challenges of early parenthood.**

Home-Start South Warwickshire is a voluntary organisation committed to promoting the welfare of families with at least one child under five years of age.

[www.homestartsouthwarwickshire.org.uk](http://www.homestartsouthwarwickshire.org.uk/)

**Responsible to**: Chair of Trustees

**Location**: primarily based at our Wellesbourne office with some local travel and flexibility to work some hours from home

**Hours** minimum 22.5 hours per week (0.6 FTE)

**Salary**: NJC SO2 ( SCP 26-28) £32,909-£34,723 pro rata

**Key Skills and Experience:**

* The successful candidate will be an experienced manager (preferably with experience of working in the third sector) with a track record of successfully running an organisation or a project within a relevant field.
* They will possess strong leadership, strategic and governance skills.
* They will have outstanding people skills
* Strong track record of developing relationships with the statutory and third sector organisations

**Key Responsibilities**

**Leadership and People Management:**

* To provide leadership to a staff team of 10 individuals (6.1 FTE) and a growing volunteer team, currently 65.
* To undertake the leadership and line management of the team, including team development and motivation.
* To be responsible for ensuring that all aspects of staff recruitment, development and training, supervision, grievance, and appraisal procedures are conducted in accordance with accepted good practice and in line with Home Start UK Policies.
* To ensure the implementation of equality and diversity policies throughout Home-Start South Warwickshire

**Operational Management:**

* Maintaining an overview of the work with families, ensuring support to families is of a high standard, in accordance with Home-Start’s model, policies and procedures
* Development and application of effective volunteer recruitment and retention strategies and processes
* Monitoring and evaluation of all services.
* To ensure all systems and processes are in place and aligned with Home Start UK’s practices and Quality Assurance.
* To maintain and further develop operational management in all aspects of running the charity
* To streamline practices and opportunities across the organisation

**Business Development and planning**

* To work with the Board of Trustees and staff on the development and implementation of the fundraising strategy in line with the organisation’s plans.
* To lead on securing adequate resources for Home-Start SW’s work through applications for funds from grant making bodies, locally and nationally
* To identify new opportunities for income generation that will support Home-start SW’s ambition and plans.
* To manage the relationship with key stakeholders ensuring excellent understanding of the value and importance of Home-Start SW’s work.
* Developing and working to a robust Business Plan to ensure the ongoing sustainability of the organisation.

**Finance:**

*Working with the Treasurer and Finance and Admin Manager:*

* To manage and deliver financial plans and yearly budgets.
* To ensure continued financial viability and strength of the charity through sound financial management and effective budgeting.
* To ensure that:

1. The annual financial audit takes place and to oversee its preparation.
2. The Annual Report is produced in line with current guidance.
3. Annual accounts are approved by the trustees.
4. Financial procedures are effectively maintained.
5. Project budgets and reports are produced.

**Governance:**

*Together with the Chair of Trustees to:*

* Organise regular Board meetings with agendas and reports.
* Attend all board meetings
* Ensure the agenda is appropriate and that such papers are available to enable the Board to make considered decisions about all matters of strategy, policy and finance.
* Work with the Chair and the Board of Trustees to identify, recruit and induct new trustees.
* To ensure compliance with relevant regulatory bodies and HSUK requirements

**Initially a 12-month fixed term contract renewable subject to funding.**

*Home-Start South Warwickshire is committed to equality and diversity and to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.*

**To apply for the role please submit a CV, Cover Letter and application form to:** [**office@homestartsouthwarwickshire.org.uk**](mailto:office@homestartsouthwarwickshire.org.uk)

**Application deadline: midnight 26th May 2023**