

Job Description
Charity Operations Manager
Home-Start South Warwickshire

Job Title: Charity Operations Manager

Employer: Home-Start South Warwickshire, St Peters Church Centre, Church Street, Wellesbourne, Warwick CV35 9LS

Hours of work: 26.25 hrs spread over a minimum of four days (3.5 days per week)

Responsible to: The Chair of Trustees

Responsible for: All Home-Start South Warwickshire employees

Salary: £34,834 - £36,648 (pro rata) depending on experience

Contract: Permanent, subject to funding

Overview: To provide vision and dynamic leadership to Home-Start South Warwickshire, driving growth and enhancing our early years work with families. Working with the Board of Trustees to develop the strategic direction of the charity, the Charity Operations Manager is responsible for operational and financial leadership and for identifying opportunities to ensure the charity thrives.

Purposes of the job

- To be the public face of the charity, developing effective relationships with stakeholders
- To lead the staff team, ensuring the charity achieves its strategic goals and vision
- To be responsible for ensuring the charity is financially sustainable with a multi-year strategy in place
- To hold responsibility for maintaining an overview of the charity in accordance with the Home-Start Agreement, Quality Assurance Standards and our policies and procedures
- To ensure the charity maintains high standards of practice in supporting families within the Home-Start operating model and to ensure good safeguarding practices are followed.
- To ensure equity, equality of opportunity, fairness and diversity in all aspects of the charity's work

Main Responsibilities

Managing Home-Start South Warwickshire (HSSW)

- Take responsibility for the operational management of HSSW ensuring that the staff and financial resources are deployed effectively in line with budgets and funding requirements
- Undertake the Strategic Lead role on ensuring the safeguarding and promotion of children's welfare within the charity
- Identify and record any operational risks, keeping the Board of Trustees informed of such risks and proposed solutions.
- Report to and support the Board of Trustees in ensuring the effective strategic management, development and future funding of the charity.
- Ensure accurate records are maintained and readily accessible, enabling high standards of reporting and GDPR compliance
- Ensure that HR practice meets current statutory requirements
- Ensure that HSSW employees maintain high standards of practice in supporting families within the Home-Start model and that they adhere to HSSW policies and best practice
- Work with the team to develop a culture of continuous improvement through effective feedback mechanisms; engaging with stakeholders to identify future needs and implement improvements.
- Ensure all Home-Start policies, processes and procedures are implemented consistently and reviewed regularly, so that HSSW is viewed as a role model for best practice.
- Ensure that HSSW meets or exceeds the Home-Start Quality Assurance standards and that any QA reviews mandated by HSUK are carried out in a timely manner.
- Attend and present at all Board meetings, and other out of hours activities.

Fundraising

- Working with the Corporate Partnerships Manager to develop and deliver the fundraising strategy and pipeline.
- Manage the delivery and requirements of successful grant awards, writing reports as required and putting in place effective monitoring and evaluation processes to ensure successful completion in all aspects.

Governance

- Ensure that Home-Start South Warwickshire is fully accountable to the Chair and Board in the development and delivery of strategic, operational and annual plans, budgets, risk assessments and QA systems including safeguarding.
- Ensure that the Board receives appropriate advice and information on all matters relevant to the fulfilment of its governance responsibilities.
- Support the Board in periodic reviews of mission and strategy and in reviewing its own effectiveness and impact.
- Work collaboratively with the Chair and nominated other Trustees as appropriate.

The post holder may be required to undertake any other duties needed to drive our vision and fulfil our mission to be there for parents when they need us the most.

This job description is current as of November 2024.

Closing date - 5pm Friday 20th December 2024