



Operations Manager

JOB DESCRIPTION			
Job Title:	Operations Manager	Contractual status:	Full-time
Hours of work:	37.5 hours per week	Salary range:	£34,000 - £38,000
Location:	Sharks Training Centre, Carrington	Reporting to:	CEO
		Report in:	Admin Coordinator
Closing date:	Tuesday 2 nd May 2023	Interview date:	W/C Monday 15 th May

JOB SUMMARY:
<p>Sale Sharks Foundation is looking to recruit an Operations Manager to join its successful team to ensure effective operational delivery across the Foundation. The role holder will manage the day-to-day business activity of Sale Sharks Foundation and report to the CEO.</p> <p>Using your experience, you will ensure all our business functions are effective, efficient, and aligned to the Sale Sharks Foundations Strategy.</p> <p>As a member of the Senior Leadership Team (SLT), you will support the development and implementation of the Foundations organisational strategy, actively contributing by offering solutions to improve the running of business processes.</p>

ROLES AND RESPONSIBILITIES

Note; We recognise that this is a diverse role and with that, we do not expect candidates to be able to evidence all areas. Rather, we expect subject-matter experience in at least one or two areas, with an enthusiasm and willingness to learn in the other areas.

HR

- To support the CEO with effective coordination of HR processes, including but not limited to; Annual PDR Process, annual leave systems, recruitment and retention of employees.
- To ensure the training and development needs of the Foundation are identified and met.
- To ensure all HR policies are kept up to date and relevant.
- To ensure all office management, such as inventories, insurances, operational process are efficient and effective.

Compliance & Governance

- To support the CEO in managing the risks for Sale Sharks Foundation.
- To ensure that the Foundation complies with relevant standards and good practice, making sure the Charity's policies and procedures are kept up-to-date and are implemented effectively, seeking professional advice where appropriate. This includes, but is not limited to: HR, Health and Safety, Data Protection / GDPR and IT.
- To provide Monthly, Quarterly and Annual Management information for the CEO and the Board, to improve performance and inform decision making of the business and propose changes as and when required to do so.
- Understand and implement the Foundations' Safeguarding Policy, procedures and best practice guidelines and to use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.

Finance & Budgets

- To ensure that the Charity's day-to-day financial processes are carried out accurately and efficiently, and to ensure that all financial records are kept appropriately working with external agencies to do so.
- To lead on the preparation and monitoring of long-term financial forecasts and annual budgets, including liaison with SLT, the Finance sub-group and presentation to the Board.
- To support Department managers to manage their budgets for each work area, allocating resources as appropriate and monitoring expenditure on an on-going basis.

General

- To support the CEO in the development, implementation, review and resourcing of the Charity's organisational strategy, helping to facilitate constructive involvement from the Leadership Team and wider staff team as appropriate.
- To provide supportive services to coordinate, minute and log actions of all Board and sub-groups.
- To undertake any other appropriate duties commensurate with the post as determined by the CEO and Board.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform.

The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

It is key to this role that candidates:

- Demonstrate the Sale Sharks Foundation values at all times.
- Promote Sale Sharks Foundation’s brand and ethos in a professional and positive manner.
- Be committed to applying and promoting equality, diversity and inclusion ass Sale SharksFoundation and comply with all Charity policies and procedures.

PERSON SPECIFICATION	
Knowledge, Skills & Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of HR policies, process and procedures • Knowledge of H&S including risk assessments and procedures • Experience of developing project budgets • Experience of Project Management • Sound working knowledge of appropriate CMS software including Microsoft office (Word, Excel, Publisher and PowerPoint) & Email • Strong administrative and organisational skills • Ability to manage own time and to use own initiative to complete tasks • Experience of managing relationships with key internal and external stakeholders <p>Desirable</p> <ul style="list-style-type: none"> • Experience or knowledge of organisations where safeguarding children, young people and vulnerable people are material risks • Experience of using standard accounting software packages • Experience of working within a charity either as a volunteer or staff member • Working knowledge of Charity Governance
Personal Attributes	<ul style="list-style-type: none"> • Ambitious and driven with a willingness to learn • A friendly, positive ‘can do’, self-starter with energy, initiative • Trustworthiness, you will be partial to confidential information • A passion for the community and making a difference • Results driven, thrives on challenge, action-orientated • Ability to work within a team and foster good working relationships as well as being able to work alone • Excellent organisation and time management skills • Excellent communication skills

TO APPLY

Please send a CV and a covering letter setting out why you believe you are our ideal candidate, along with your completed Equality, Diversity & Inclusion monitoring form to claire.hanrahan@salesharks.com.

Please do not hesitate to contact Claire if you would like to discuss the role in more detail on 0161 6677519 or email her at the above email address.

Sale Sharks Foundation is an equal opportunities employer and encourages applications from all sections of the community. The successful candidate will undergo an enhanced DBS check to work with children and vulnerable people and employment will only be offered if a clear check and suitable references are received back.

***Please note only candidates selected for interview will be notified.**