

## South Northants Volunteer Bureau

### Job Description

<b>Post:</b>	Operations Manager
<b>Hours:</b>	28 hrs per week
<b>Salary:</b>	£ 28,000 ( for 28 hours pw )
<b>Holiday entitlement:</b>	<b>Pro-rata</b> 25 working days plus public holidays
<b>Location:</b>	Towcester

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#### **Job Purpose:**

We are seeking to hire a self-motivated and enthusiastic Operations Manager to be responsible for the day to day running and management of the charity. The successful candidate will have excellent communication skills, a flexible approach to managing the demands of the role, and the skills to build strong relationships with a wide variety of people including service users, colleagues at West Northants Council , staff, volunteers and supporters.

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#### **Specific Responsibilities:**

- 1 To manage all operational activity of the charity according to the strategic direction provided by the Board of Trustees.**
- 2 To contribute to the development and long-term strategy of the charity, providing regular reports to the Board of Trustees.**
- 3 To ensure the financial sustainability of the charity by identifying and securing appropriate funding that supports the charity in achieving its objectives.**
- 4 To be responsible for all aspects of staff and volunteer management, including recruitment, training and supervision.**
- 5 To manage and monitor the charity's budget ensuring cash flow remains stable at all times.**

**South Northants Volunteer Bureau  
Operations Manager  
Person Specification**

We are keen to appoint the right person for the job and this means that we are as interested in your abilities and previous experience as formal qualifications.

In deciding who to appoint to this post we will be assessing candidates on the following skills and attributes:

**ESSENTIAL**

- Experience of working with the voluntary and community sector.
- Strong interpersonal and leadership skills, meaning you can form trusted relationships quickly.
- Strong decision making and problem solving skills and a willingness to 'roll up sleeves' to achieve targets.
- Experience of resource management.
- Ability to communicate effectively (both verbally and in writing) with people at all levels.
- Ability to network.
- Good IT skills using internet, email and Microsoft Office (Word, Excel, Access, PowerPoint) and Facebook.
- Self-motivated.
- Understanding of and commitment to diversity and equal opportunities.

**DESIRABLE**

- Well organised.
- Good communication skills with volunteers, customers and partners.
- "Can do" attitude.