

Operations Manager Job Description

Revive Enterprise

Area: Blyth, South East Northumberland.

Job Title: Operations Manager

Responsible to: Project Manager

Main Responsibilities:

- To manage the day to day operations of Revive.
- To manage and supervise staff, volunteers and trainees.
- To be a representative of Revive's Ethos and Values to the outside world and act as a role model and mentor to volunteers and trainees accessing Revive.

Terms and Conditions:

Salary: between £17,000 to £19,000 p.a. (depending upon experience) plus Stakeholder Pension

Hours of work: 37.5 hours per week, 9am – 5pm Monday to Friday.
Lunch Break 30 minutes between 12:00 to 12:30, will be flexible to provide cover if necessary. On occasions will be required to attend out of hours meetings or training.

Leave Entitlement: 20 days per annum, subject to approval by Management Committee. In addition there will be 8 statutory days leave.

Sick Pay: 4 Weeks.

Period of Termination: 1 Month on either side.

Conditions of Employment: The post will be offered subject to a satisfactory CRB Disclosure. Subject to a 6 Month Probation Period.

Training: The person appointed will be expected to participate in a Staff Development Programme. Appropriate Training will be encouraged.

Job Tasks:

General Administration

To manage day-to-day central office services and administration.

This will include:

- Manage, train and induct all staff, volunteers and trainees.
- Manage the collections, sales & deliveries of donated items.
- Deal with any day to day operational problems.
- Manage all office, I.T. and general equipment.
- Manage all HR administration
- To manage all aspects of Health and Safety.
- Manage filing and database systems.
- To manage stock control and ordering of supplies and stationery.
- To ensure that the warehouse and office spaces are well maintained.
- To deal with customers using a variation of communication methods.
- To actively comply with and promote all working policies and procedures.
- To assist the Project Manager with staff recruitment.
- To assist/support Monthly Trustee/Board Meetings.

Finance Administration

This will include:

- To hold the budget for all operational costs, and to ensure that the Revive achieves value for money.
- To manage all aspects Finance administration including the Revive accounts system.
- Assist with the preparation of year end accounts
- Manage all aspects of V.A.T. and Gift Aid

Other

- Assist Project Manager with additional projects e.g. funding, internal/external events and promotional projects.
- To uphold confidentiality at all times regarding Revive's clients and business.
- Ability to cover for colleagues during absences.
- Any other relevant duties commensurate with the role and responsibilities of the post as required by Senior Staff or the Trustees.

**Please contact Paul Smart, Project Manager on 01670 368665
with any enquiries.**

Revive Enterprise

PERSON SPECIFICATION

JOB TITLE: Operations Manager

LOCATION: Blyth, Northumberland

➤ **SUMMARY OF JOB:**

- To manage the day to day operations of Revive.
- To manage, supervise and mentor staff, volunteers and trainees.
- To be a representative of Revive’s Ethos and Values to the outside world and act as a role model and mentor to volunteers and trainees accessing Revive.

	ESSENTIAL	DESIRABLE	ASSESSED BY
EDUCATION	<ul style="list-style-type: none"> • Minimum GCSE level (or equivalent) education including Maths and English 	<ul style="list-style-type: none"> • Relevant IT qualification • Health & Safety, First Aid Training • Accounts training / qualifications. 	Application form Interview
EXPERIENCE	<ul style="list-style-type: none"> • Experience of managing and training staff. • Computer literate particularly with word processing, spreadsheets and databases • Experience of Microsoft Office software • Experience of finance administration and using accounts systems.(e.g. Sage Line 50) 	<ul style="list-style-type: none"> • Experience of managing and training volunteers. • Experience within a logistics environment. • Experience of cash handling and dealing with customers within a retail/service environment. • Experience of managing office and I.T. equipment. • Experience of Payroll, Gift Aid and VAT administration. • Experience of managing HR administration • Experience of managing Health and Safety. • Understanding of the “Charity / Not for Profit” sector 	Application form Interview
SKILLS & ATTRIBUTES	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Good written and verbal communication skills. • Ability to manage competing priorities effectively. • Ability to work unsupervised on own initiative. • Good problem solving skills • Good Customer Services Skills • Good motivational skills 		Application form Interview
VALUES & ATTITUDES	<ul style="list-style-type: none"> • A commitment to the ethos, values, aims and objectives of Revive • Awareness of and commitment to Equal opportunities • Awareness and commitment to Health and Safety issues 		Application form Interview

	<ul style="list-style-type: none"> • Positive attitude to training for self. • Positive attitude to personal and organisational development. • Enthusiasm and a positive outlook • Understanding of importance and commitment to confidentiality. • Willingness to work flexibly in response to changing organisational requirements. 		
OTHER RELEVANT FACTORS	<ul style="list-style-type: none"> • Reliable, trustworthy and committed to the post held. • Flexible approach to work including evenings when required and providing cover for colleagues during absences. • A full current UK Driving Licence • Willingness to undergo a CRB check 		Application form, interview, references