

Job Description

Job Title	Operations Manager - Maternity Cover
Reports to	Chief Executive
Location	Head Office, NW11
Working hours	Full time or substantial part time will be considered
Job Type	Contract
Salary	Circa. £45,000 annual – commensurate with experience

Camp Simcha exists to make a difference to seriously ill Jewish children and their families, providing a range of practical and emotional support services. Our mission is to ensure that no such child or their family, anywhere in the UK has to suffer without our support.

This is a unique opportunity to work for an established and respected charity in a diverse and challenging role.

This maternity cover will sit at the heart of the organisation and join the Senior Management Team. The post holder will have proven management ability and experience working with confidential data. Amongst a number of responsibilities, the post holder will liaise and work with key Trustees, the Chief Executive and committees, supporting on the preparation of meeting papers and attending meetings.

Objective:

- To ensure the continuity and smooth running of key areas of the Operations Department, together with the support of the Senior Management and Chief Executive.

Key Responsibilities:

- Oversight of the general operations via an internal annual calendar outlining key policy reviews, contractual arrangements, HR responsibilities and other important dates.
- Coordinating and liaising with relevant department heads to manage operations of the charity.
- Proactively manage and lead all HR matters:
 - Liaison with employment law consultancy and follow through of all related administration
 - Recruitment, Induction and Integration process
 - Contract drafting and contract renewal management
 - Employed staff personnel files management – hardcopy and soft copy
 - Document issuance in relation to contractual changes
 - Absence management for all employees via HR software
 - Coordination and oversight of annual performance management and appraisals programme
 - Correspondence to all employees regarding any HR-related or policy matter
 - Staff training, development and well being
- Support the Finance Department
 - Review of monthly management accounts

- Support with GDPR / Compliance matters
- Risk Management and Compliance
 - Oversee areas of risk, data protection and GDPR and related policies
 - Document and update COVID guidelines and policies for all staff, volunteers and beneficiaries in line with government guidelines.
 - Oversee the risk register, with the support of the Chair of Camp Simcha's Audit and Risk committee.
 - Delegate risk register responsibilities to the Senior Management Team and encourage regular review and updates of the register.
- Direct line of support to the Audit and Risk Committee
 - Support the Chair of the committee with coordination and preparation of meetings and minute taking of the meetings.
 - Support the Chair and Chief Executive with related projects in relation to risk and compliance
- Responsible for initiating and managing Senior Management Team meetings including minute taking and distribution.
- Coordinate staff communications, team meetings, key training dates and well-being initiatives.
- Office management: To oversee the development and implementation of efficient office systems and processes.
 - To support department heads with events and campaigns where appropriate and ensure they are operationalised effectively as agreed
 - Ensure the maintenance, upkeep and general requirements of the office
 - Liaison with landlord when necessary
 - Procurement: to improve procurement processes where necessary and ensure increased efficiency, decrease wastage and ultimately minimise costs
 - Support with IT requirements where necessary

Person Specification:

Experience

- Proven ability to work at a senior level within a charity environment
- Proven ability to work as a member of the senior management team in a proactive way adding value to the business
- Demonstrate a competent understanding of charity management and exceptional administrative skills.
- Significant experience and proven ability to work with trustees and lay leaders and at a senior level.
- High level of awareness of and able to operate within current relevant legislation

Personal Attributes

- Highly organised with excellent attention to detail and time management skills
- Able to represent the organisation in a highly professional manner, influencing others both face to face and in phone and written correspondence
- A 'completer / finisher' who is tenacious in achieving goals
- Solution focussed problem solver who can work independently to resolve issues practically, efficiently and cost effectively with absolute consideration of the charity's needs and operating environment
- Have high level communication and interpersonal skills
- Computer Literate; high-level of experience in Microsoft Office Suite including Outlook, Microsoft Word and Excel and familiarity with general database interfaces

NOTES:

This post will require some out of hours work.

The post holder will be part of the bigger Camp Simcha family and will represent the organisation in events and/or campaign not limited to the operations department.

This job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of your Line Manager without change to the level of responsibility appropriate to the grading of the post.