**Interim Operational Manager Job Description.**

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## **Job description: Operations Manager**

Responsible to: WAND board of trustees

Responsible for: Staff and volunteers

Location: WAND office

Hours: 14 hrs to 21 hrs

Salary: £20/Hour

Key Contacts: The post-holder will have regular contact with WAND trustees including the Chair of the Board, staff, volunteers, beneficiaries and their families and must develop effective working relationships with funders, partner organisations and other service providers.

### Job purpose

To be the lead worker implementing the vision, aims and objectives and services of WAND UK, within the strategy and policies agreed by the Trustees, and ensuring the efficient and effective use of WAND UK’s resources to meet the needs of women including Black Asian Minority Ethnic Refugee (BAMER) and their families in the area of benefit.

### Key tasks and responsibilities

#### **A. Project Development and Management**

1. To lead on maintaining policies and procedures for effective day-to-day management of the organisation.
2. To maintain systems for monitoring and evaluating the effectiveness of programmes of work and projects

### B. Staffing and Volunteer Management

1. To motivate staff and volunteers and develop a team approach to the work
2. including the organisation of staff and team meetings, and ensuring that the
3. different roles of trustee, employee and volunteer are understood.
4. Staffing: To manage the administrator and Projects Worker
5. To undertake the responsibilities of line manager in the WAND disciplinary, grievance and other procedures for employee

 **C. Financial Management**

1. To be accountable to the Board of Trustees for ensuring that WAND complies with all its legal duties and responsibilities including reporting requirements of the Charities Commission and Companies House.
2. To assist with fundraising sources and fundraising and grant applications as necessary.
3. To prepare monitoring information and financial returns required by funders.

### D. Networking and Partnerships

1. To initiate, develop and maintain good working relationships with the community and with voluntary, statutory and other organisations
2. To maintain effective marketing and public relations strategies to promote WAND UK’s work and to communicate with members, including the production of publicity materials, the use of the media and social media and the development and maintenance of a website.
3. To represent WANDUK and to work with other voluntary and statutory organisations to advocate the rights and needs of black and ethnic minority communities and develop joint working and partnerships.

### E. Other

1. To ensure the smooth running of the WAND UK office.
2. To act within the policies of WAND UK at all times, including the equal opportunities and health & safety policies.
3. Any other duties requested by the Board of Trustees that are commensurate with the post.

**Closing Date: 21 March 2022**

**Shortlisting and informing candidates: 23 March 2022**

 **Interview dates: 24,25, 28 March 2022.**

For more information, please email wandcharityuk@gmail.com **OR** call 07534155619