



driver youth trust

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Job Description

Job title:	Operations Manager
Reports to:	Director of Operations
Start date:	July 2019
Contract term:	1-year fixed term
Location:	London based with occasional travel across England
Salary:	£23,000 - £30,000 pro-rata depending on experience and 10% pension contribution
Benefits:	33 days annual leave (inclusive of bank holidays) pro-rata and travel loan available
Hours:	14 hours per week

What is the role?

The Operations Manager supports the Director of Operations in ensuring that the business runs smoothly – from finances to GDPR and more. The role includes financial management of substantial budgets. Flexibility, reliability and ability to prioritise tasks are essential. IT and financial skills are a requirement of this role.

Responsibilities

- Ensuring that DYT works within legal and regulatory constraints, including GDPR and contract management;
- Office management, including IT, procurement and liaison with premises staff;
- Producing monthly book-keeping reports, payroll and pension data, and accurately recording income and expenditure;
- Supporting the reporting and auditing of charity accounts to ensure compliance;
- Act as a representative for DYT and its Trustees with integrity and professionalism;
- Other duties as directed by the Operations Director.

What will the team look like?

You will be working at the heart of DYT and support the work of the Chief Executive and Director of Operations and Director of Programmes.

What's the context?

DYT is a growing organisation. This means that:

- You will be aligned to our vision and mission;
- The team will grow steadily over the next three years and you will have the opportunity to shape and adapt your role with the organisation;
- There will be frequent change;
- There will be a need for constant prioritisation as resources will be limited;
- There will be an expectation of flexibility, in return we will be flexible to your needs;
- You will understand all aspects of our work in the early stages and as we grow you will need to make the shift to increased specialisation.

What will be required of you?

- A particular commitment to support the Director of Operations and wider team to achieve personally as well as across the team.



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Person Specification

Values

The successful candidate will have a strong belief in, and enthusiasm for, the vision and mission of DYT, and consistently demonstrate the following values:

- Rigour
 - Accomplish large amounts of high-quality work
 - Articulate what you are and are not trying to do
 - Discover practical solutions to hard problems
- Kindness
 - Be known for your courtesy and candour
 - Be true to your word
 - Treat people with respect independent of their status or disagreement with you
- Curiosity
 - Learn rapidly and eagerly
 - Seek to understand your impact
 - Get beyond symptoms and identify root causes
- Collaboration
 - Skilfully give, receive and use feedback
 - Make time to help colleagues
 - Demonstrate consistently strong performance so colleagues can rely on you
- Challenge
 - Make wise decisions despite ambiguity
 - Challenge prevailing assumptions when warranted and suggest better approaches
 - Question actions inconsistent with our values

Knowledge & Skills

To excel in the role, the Operations Manager, must have:

- Excellent interpersonal skills and a confident communicator (both verbally and in writing);
- Exceptional organisational skills with the ability to plan, prioritise, structure and manage a busy workload competently;
- Ability to work with autonomy and use a high degree of initiative, working flexibly as part of a team;
- Confidence in your literacy and numeracy skills (including computer literacy and MS Office applications),
- Accuracy and an eye for detail;
- Ability to learn and adapt to the technical skills required for the job and new ones as they arise;
- Professional and conscientious approach to work.

Education and experience

- English and maths GCSE (or equivalent);
- Right to work in the UK;
- Industry recognised training or qualifications in project management (desirable);
- Experience of programme delivery, in an education setting (desirable);
- Worked in a school or education setting (desirable).