



## **Job Description**

POST TITLE: NDT Operations Manager (Maternity Cover)

LOCATION: The Bank, 84 Main Street, Neilston G78 3EA

RESPONSIBLE TO: Board of NDT

HOURS OF DUTY: 35 hours a week

RATE: £31,110 per annum plus 4% pension contribution

CONTRACT: Maternity Cover

### **OVERALL PURPOSE OF ROLE:**

- Ensure the effective operation of Neilston Development Trust, in pursuit of the Board's strategic objectives
- Maintain financial and administrative control of its facility, the Bank, to ensure smooth running of activities and services

The post has the following KEY RESPONSIBILITIES:

- Developing NDT's strategy and work plan
- Ensuring delivery of NDT's strategy and work plan
- Internal management of all NDT functions: staff, facilities, and overall coordination of activities

### **Key Tasks**

The list of tasks is not an exclusive one and duties may be varied from time to time. This Role Description will be subject to regular review to accommodate the flexible needs of the organisation and its development.

### **INTERNAL MANAGEMENT**

- Providing day to day coordination of internal activities, creating and managing, with programme lead officers, a cohesive staff team to ensure integration across all NDT strands of activity

- Reporting to executive committee/board on all operational matters
- Providing line management for key staff
- Organising regular staff meetings
- Supporting the board in ensuring employer responsibilities are met, including regular review sessions
- Facilitating regular board/staff interactions

#### FINANCE

- Overseeing effective financial systems
- Providing financial returns to funders where required
- Participating in the development of funding applications where appropriate
- Preparing books for company audit, working with NDT's regular financial consultant
- Preparing management accounts and other financial reports for internal use
- Managing the transition of accounting to a cloud based system
- Where necessary, preparing budgetary updates for relevant staff and committees to ensure effective project monitoring
- Developing and delivering an organisational fundraising strategy

#### COMPANY GOVERNANCE AND COMPLIANCE

- Ensuring NDT company records (minutes, company and OSCR returns, directors' registers and company policies) are kept up to date
- Overseeing the maintenance of NDT members
- Co-ordinating meetings of board and subcommittees
- Working with staff and Board to ensure timeous circulation of minutes and papers, coordinating production of inputs from relevant staff members

#### HR

- Maintaining staff records, (contracts, holiday and sickness etc.) including those of a confidential nature, in appropriate form.
- Liaising with GCVS in operational matters relating to HR and payroll
- Administering recruitment of staff, organizing staff induction and maintaining staff handbook

#### THE BANK CENTRE

- Managing the facilities budget
- Obtaining competitive quotations for insurance, utilities, maintenance contracts, safety equipment and other expenditures, keeping these under review.
- Overseeing booking and charging systems for the facility in a form that aids ease of reporting

- Collaborating with other staff members to ensure the efficient and productive running of the facility
- Ensuring compliance with all current statutory regulations.

#### COMMUNICATIONS

- Coordinating delivery of NDT's communications strategy, in collaboration with the Board and reflecting the requirements of individual projects and the organisation as a whole
- Overseeing digital communications, including establishment of protocols for content management and posting
- Ensuring databases are kept in compliance with current Data Protection Legislation (GDPR)

#### GENERAL ADMINISTRATION

- Agreeing remit of, calling and recording regular meetings of the Management Team
- Setting up, overseeing and ensuring compliance with, office systems which are accessible for both staff and approved members of the volunteer team
- Being responsible, in conjunction with board and relevant staff, for developing and maintaining monitoring mechanisms for internal processes.
- Overseeing the day to day running of the office, including budgeting and other facility essentials
- Ensuring functional IT systems and telecommunications are maintained
- Keeping records which allow the impact of the NDT's projects and initiatives to be assessed.
- Maintaining liaison with all stakeholders
- Undertaking other duties as required.

## **Preferred Skills, aptitudes and experience**

### **EXPERIENCE**

- A minimum of 3 years working in small grant dependent organisations: **essential**
- Setting up and maintaining financial systems, budgets: **essential**
- Experience of funding mechanisms and funders' requirements: **desirable**

### **QUALIFICATIONS / TRAINING**

- Appropriate Degree or business qualification or equivalent experience: **essential**

### **APTITUDES AND ABILITIES: all essential**

- Able to manage the disparate aspects of a small organisation with flair and flexibility
- Clear thinking
- Initiative-taking while being sensitive to the operational context of volunteering and community empowerment
- Good communication skills with a range of audiences

### **KNOWLEDGE**

- Understanding of the voluntary sector and its values: **essential**
- Awareness of social enterprise and the drive for community asset ownership and financial independence: **desirable**

### **ATTITUDE / MOTIVATION: all essential**

- Positive attitude to the NDT's board of directors' priorities and values and the way it operates.
- Desire to empower and develop the organisation through the effective management of its operations
- Strong commitment to local democracy and the delivery of high quality services.
- A concern and willingness to deal with public accountability, external inspection and public scrutiny.
- A strong commitment to achieving excellence and best value