

Partneriaeth Gymunedol De Sir Ddinbych

South Denbighshire Community Partnership

Post- Operations Manager

SDCP is seeking an experienced operations professional, ideally with nonprofit administration experience, to lead and manage the organisation's operations.

The Successful candidate will have a proven track record in operations management with the goal of maximising efficiency and effectiveness through the organisation, whilst ensuring all activities are aligned with its mission and culture. As a member of the Senior Leadership team, they will work closely with the Chief Officer and the Executive Chair of the Board of Trustees.

Ideally with collaborative skills that include financial, human resources, project management and administrative experience, the candidate will also have excellent interpersonal communication skills, the ability to exercise discretion, independent judgement and business acumen.

The role

The Operations Manager will provide support and oversight by:

- Supporting the Chief Officer and ensuring overall service delivery and effective and efficient business operations.
- Organising and coordinating Centre operations and procedures.
- Preparing, managing and monitoring organisation budgets.
- Cultivating and maintaining strong relationships with staff, volunteers and partners.
- Assisting the Chief Officer with implementing and managing human resource functions including policies and procedures, payroll, recruitment, training and performance review.
- Providing support in grant/contract management, grant and report monitoring and reporting,
- Ensuring the organisation is compliant with all applicable laws and regulations.
- Guiding and overseeing organisational systems including technology, infrastructure, office operations, central databases and information systems.
- Assist with preparation for Board Meetings.

Canolfan Ni, Ffordd Llundain/London Road, Corwen, Sir Ddinbych/Denbighshire, LL21 0DP
Ffon/Tel 01490 266004 e.bost/email office@sdcp.org

Cwmni cyfyngedig drwy warant/Company limited by guarantee 07147619 cofrestrwyd yng Nghymru/registered in Wales
Elusen Gofrestredig/Registered Charity 1147767

Partneriaeth Gymunedol De Sir Ddinbych

South Denbighshire Community Partnership

The Candidate

- A degree in business or related field or a minimum of 5 years of relevant experience (e.g. nonprofit organisation, human resources or executive level support).
- Adaptable, Flexible and comfortable working in an environment where multitasking is the norm, the pace is fast and evolving priorities.
- Experience and proficiency in working with MS Office suite including strong spreadsheet and presentation design skills.
- Project management or project support experience
- Meticulous organisation, with attention to detail.
- Own transport and full Driving Licence
- The Ability to communicate in Welsh would be an advantage.
- A Knowledge of Sage Accounting software would be an advantage

If you have just some of the skills listed above, or others we failed to list, then please consider applying for this position. We are a small nimble organisation that makes the best of the skills of its staff and is committed to developing them.

Pay Scale - £37,366 - £40,221

Hours – 35 Hours per week. However, this is a salaried senior management role, and ability and flexibility in working hours and patterns to meet deadlines and deal with emerging priorities would be a pre-requisite for the role.

How to apply

To apply or to ask questions, email Julian@sdcp.org. Please send us a C.V. and a cover letter that tells us why you are the right person for this role.

Closing date 22nd November 2024

Shortlisted Candidates will be contacted by Tuesday 26th November

Interviews to be held on 2nd & 3rd December

Canolfan Ni, Ffordd Llundain/London Road, Corwen, Sir Ddinbych/Denbighshire, LL21 0DP
Ffon/Tel 01490 266004 e.bost/email office@sdcp.org

Cwmni cyfyngedig drwy warant/Company limited by guarantee 07147619 cofrestrwyd yng Nghymru/registered in Wales
Elusen Gofrestredig/Registered Charity 1147767