



Get Out More CIC
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OPERATIONS MANAGER JOB DESCRIPTION

Job Title: Operations Manager

Main purpose: To manage the smooth running of Get Out More's range of services, ensuring we are making best use of our people, processes and resources to deliver a programme which delivers our mission.

Salary: £27,675 pro rata

Hours: 22.5 hours per week

Reporting to: Managing Director

Office base: Get Out More's office

Get Out More CIC is a social enterprise on a mission to help people engage with nature to feel better in mind and body. We run outdoor programmes, including forest schools, outdoor play and community engagement programmes for people of all ages across West Yorkshire. We use local woodlands, parks and natural spaces to bring people together, be active and feel good, working towards our vision: *communities and nature growing healthier together.*

Get Out More is a successful, award-winning organisation with exciting ambitions to grow. We are now looking for a talented Operations Manager to help us reach the next stage in our development. The post holder will be an exceptionally well organised and efficient individual used to dealing with a diverse workload and able to meet deadlines. They will be managing a small staff team and overseeing a range of projects so a strong communicator with good interpersonal, numeracy and IT skills is important to us. Our Operations Manager will be a key addition to our Senior Leadership Team, helping us realise our exciting growth plans.

Our staff team work hard to help Get Out More achieve its shared vision and are supported to grow with the organisation through flexible working arrangements, professional development opportunities and paid wellbeing days. We are looking for a committed individual who shares our values to join our growing team.

MAIN DUTIES

Project Management

- Oversee the project programme, planning, assigning and directing work amongst the project team, enhancing and sustaining capacity
- Ensure projects are meeting their targets and are delivered on time and within budget
- Review and sign off project reports, attend project review meetings



- Maintain quality standards, ensuring staff adhere to policies and procedures and quality is achieved across the projects
- Oversee the monitoring and impact measurement processes to ensure projects are accurately documented

Staff and Business Management

- Line manage the project staff through supervision and appraisal process
- A member of the senior leadership team, liaising with Finance and Admin Manager and Managing Director to ensure the efficient day to day operation of the business

Networks and Professional Development

- Maintain awareness of job requirements and support skills and knowledge development through training and professional development
- Maintain awareness of links and opportunities that may benefit projects or Get Out More's wider goals through participation in networks and developing local contacts
- Support the sustainability of the organisation by identifying and sharing income generation opportunities such as funding bids and partnership opportunities with the Managing Director

General

- Attend and proactively contribute to team, SLT and other meetings
- Contribute to collaborative team working through adherence to Get Out More's systems including shared calendars, task planning system, purchasing and expenses framework and timesheets

Person specification: Essential criteria

- A minimum of one year in a senior position with staff management responsibilities
- Exceptional planning and organisational skills and able to work to deadlines
- Excellent communicator with good interpersonal skills and able to bring the best out of people
- Good numeracy skills with experience of managing budgets
- Computer literate; confident in Office 365 systems
- Self motivated, confident, reliable and positive
- Able to manage a varied workload, proactive at prioritising, problem solving and getting things done
- Able to use judgement and intellect to work on own initiative
- Friendly and polite with a sense of humour
- A team player with a willingness to work co-operatively
- Committed to Get Out More's vision and the success of the venture

Desirable criteria

- Experience and knowledge of social enterprise and the voluntary / charitable sector



Application:

If you feel you have the skills and experience to join our team, please email Susan Eardley (susan@getoutmorecic.co.uk) with a CV (max 2 sides of A4) and covering letter outlining what you can bring to Get Out More and specific, recent examples of how you meet the person specification. Include the names and contact details of 2 people, at least one of whom should be a recent employer, who are able to provide references relating to your work and on your suitability for this post

Deadline: Monday 7 March, midnight.

Interviews: In person interviews will take place on 24 March.

