**Carryduff Play Care Centre**  

**Job Description** Operations Manager

**Location** Carryduff Play Care Centre

**Responsible to** Management Committee & Centre Manager

**Hours of work** 25 hours per week (delivery of hours is open for discussion)

**Salary** £30,147 Per Annum Pro-Rata

**Contract** Permanent

**Probationary Period** 6 months

**Annual Leave** 29 working days, inclusive of bank and customary holidays

**Pension** Company pension available.

**Overall Purpose**

The role of Operations Manager is being created to support the organisation’s plans to achieve full sustainability in line with the; vision, purpose, organisational strategy and core values. The post holder will work closely with the Centre Manager and the Management Committee to carry out duties which support the organisation’s operational activity and business growth.

The Operations Manager will specifically lead on; funding bids and supporting the financial roles within the Centre, staff management and personnel and quality provision.

The post holder will be a driven and motivated individual with a strong community development ethos, in order to maintain quality childcare provision and contribute to the future of the organisation.

**Key Responsibilities**

1. The overall staffing and operational effectiveness of Carryduff Play Care Centre.
2. Leadership support and supervision of staff.
3. Making funding applications to support the centre’s activity and sustainability.
4. Liaise with a variety of stakeholders, including statutory agencies and community organisations.
5. Oversee the physical management of the building and its assets.
6. Ensure processes and plans are in place to meet the needs of the Centre.
7. Key holding responsibilities

**Main Duties**

* To work closely with the Centre Manager, Management Committee, and finance officer to develop and maintain systems to manage, monitor and evaluate the project and to prepare reports relating to the project outcomes.
* You will have experience of management within a busy work environment, be comfortable managing competing demands, and build good working relationships across the staff teams and contacts. You will take a lead on ensuring the building operates safely and ensure those who visit or work here feel welcome.
* Good finance and admin skills along with experience of managing health & safety requirements are necessary.
* Research, collect and collate up-to-date information on funding opportunities and link these to CPCC need.
* Demonstrable ability of IT proficiency including use of Google Docs., Microsoft Word, Excel, PowerPoint and Social Media
* Co-ordinate recruitment, training and development of centre staff

**General Conditions of Appointment**

Appointments are subject to –

* Probationary period of 6 months.
* Successful candidate will be required to undergo an Access NI Basic Check and Provide proof of entitlement to work in Northern Ireland.

**Person Specification**

The person specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. When completing your application, please address each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis

It is the responsibility of the applicant to clearly demonstrate on the Application Form how they meet the criteria laid out below:

**Essential Criteria**

It is essential that the applicant has a minimum of:

1. A Degree Level or equivalent in a Business Studies or Community Development related subject **and** 2 Years Paid Experience in a Business or Community Sector role.
2. Experience working with funders and proven track record in submitting funding applications, including financial management, monitoring, and evaluation.
3. Practical working knowledge of current Northern Ireland legislation relevant to employment and equality, and experience of HR and recruitment functions
4. Demonstrable ability of IT proficiency including use of Google Docs., Microsoft Word, Excel, PowerPoint and Social Media

**Desirable Criteria / Experience**

1. Substantial experience of managing a team of people.
2. Experience of Engaging with Key Stakeholders across the public, community and voluntary sectors.
3. Excellent marketing and communication skills, report writing and facilitating meetings, with ability to deal with people from all levels within community and government.
4. Experience of managing budgets and overseeing financial procedures
5. A commitment to equal opportunities and the aims and values of Carryduff Play Care Centre
6. An interest and understanding of the childcare sector.

**Knowledge, Skills, and Personal Qualities**

* Ability to work on own initiative and be self-motivated.
* Ability to work as part of a team.
* Friendly and welcoming personality.
* Ability to maintain confidentiality.