

JOB DESCRIPTION

Job Title:	Operations Manager
Salary:	£30,000 p/a
Reports to:	Chairman (Trustees)
Based at:	25 Hill Street, Newport NP20 1LZ
Job purpose:	To lead and develop the work of Eden Gate, to manage and oversee the staff and day-to-day operations of the Charity and to be the strategic contact for the trustees.

Eden Gate is a Christian charity established in 2013 (Charity number 1154545) to address the needs of those suffering from homelessness and related issues in Newport South Wales. (The full text of the objectives of the charity as set out in the governing instrument are reproduced at the end of this job description)

Main duties

- Manage a small team including a Project Manager, a Coordinator and Support Workers.
- Delivering the work of the charity against agreed objectives.
- Making decisions within scope of authority.
- Maintaining and developing a network of volunteers and supporters, particularly through local churches.
- Develop positive working relationships with partner organisations.
- Being actively involved in the delivery of the services of the charity to service users.
- Representing the charity externally on behalf of the trustees.
- Reporting regularly on progress and achievements to the trustees.
- Generating regular financial, operational and project reports.
- Reviewing, creating and enforcing workplace policies.
- Drawing up proposals for the future strategic development of the charity's work.

Person Specification

Essential qualities

The successful applicant will be:

- A practising Christian committed to the stated Christian ethos of the charity.
- A caring and compassionate person by nature with a desire to make a difference.
- Experience of Managing or leading staff or a team at any level.
- Able to establish and maintain good relationships and communicate well with all levels of stakeholders including the media.
- Able to work flexibly to meet the needs of the charity from time to time.
- Able to work collaboratively and motivate staff and volunteers.

Desirable qualities

- Experience of dealing with vulnerable adults.
- Knowledge of the charitable sector

TERMS AND CONDITIONS

SALARY	£30,000 per annum
PENSION	As required by statute
ANNUAL LEAVE:	26 Days + Bank holidays
HOURS OF WORK:	Flexi time, 36 hours a week, normally 9.00 a.m. to 5.00 p.m with some weekend work
SPECIALIST REQUIREMENTS	This post is subject to a genuine occupational requirement that the successful candidate be a committed Christian, supported by a Christian referee A Full UK driving licence is essential.
PROBATIONARY PERIOD:	This post is subject to a probationary period of six months
START DATE	tbc

Objectives of Eden Gate

The charitable objectives of Eden Gate set out in its governing instrument are:

For the public benefit in the area of Newport, South Wales (and such other areas as the Trustees may from time to time approve) to relieve persons in conditions of need and hardship, in particular but not exclusively to relieve the needs of individuals who are homeless or those who have a substance dependence by:-

- 1) *Providing services to prevent people from being affected by such conditions and to alleviate the effects of such through the provision of rehabilitation programmes and support to integrate them back into society;*
- 2) *Educating the public about homelessness and substance dependence and abuse;
and*
- 3) *Working in partnership with other organisations to encourage and facilitate the work of the charity, in particular but not exclusively by working with Christian churches*