



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Director of Operations</b>
<b>Responsible to:</b>	<b>Chief Executive</b>
<b>Location:</b>	<b>Across all Dandelion Time's sites and HQ</b>
<b>Hours:</b>	<b>18.75 hours</b>
<b>Salary:</b>	<b>£33k FTE (pro-rata to hours)</b>

### **Job Outline**

The Director of Operations will support the Chief Executive by undertaking and managing the operational functions of the charity and managing the infrastructure to support future development plans. They will be responsible for ensuring resources are managed effectively and procedures comply with relevant legislation and regulation. The Director of Operations will take a lead role in the expansion of the charity to operate from multiple sites.

### **Duties and Responsibilities of Director of Operations**

- As Health and Safety Officer, oversee the day-to-day health and safety of all premises, staff and visitors, ensuring all functions are carried out in line with Health and Safety legislation and the Health and Safety Policy
- Work across the charity to ensure that all activities are properly risk assessed complying with latest legislation and best practice
- Line management of Facilities Coordinator and site staff
- Develop, implement and continuously update an appropriate IT strategy with systems that are fit for purpose and best value
- To lead on premises development, expansion and maintenance and act as Clerk to the Strategic Premises Committee
- To ensure the charity meets operational regulatory and compliance obligations
- Lead on the charity's operational requirements, including contract procurement and management, systems set-up and data protection
- To ensure that charity's policies are up-to-date, appropriate, meet legal and operational requirements and are reviewed regularly by the Board of Trustees
- To identify, manage and mitigate operational and strategic risks in collaboration with the Company Secretary
- To be responsible for all business administration including leases, insurance, planning permissions

## **Shared Duties and Responsibilities of Directors**

- As part of the Senior Management Team, to carry out duties as directed by the Chief Executive and Board of Trustees in support of Dandelion Time's Strategy
- To share with other members of the Senior Management Team, collective responsibility for the day-to-day management of Dandelion Time, representing your Team whilst taking (and communicating) a broader organisational perspective and responsibility
- To work closely with the CEO and Senior Management Team to set, negotiate and manage own annual budgets.
- Undertake annual appraisals for your team, setting SMART objectives in line with Dandelion Time's Strategy
- Develop, update and review and deliver policies, procedures, and processes in accordance with current legislation and best practice relating to your area of responsibility
- Update of Risk Management Register of areas of responsibility as ID on Risk Register
- As part of the Senior Management Team, attend Board Meeting and other sub-committees as nominated
- Be responsible for managing the activities of volunteers in your area of responsibility
- As part of the Senior Management Team to identify and share innovative research as potential for setting out approaches to underpin and further develop the charity
- To manage ethics processes across the organisation

## **Duties and Responsibilities of All Staff**

- Prepare for and attend regular team meetings, mandatory training, annual appraisals and personal development sessions
- To contribute to the effective and efficient running of Dandelion Time by awareness of, and compliance with all policies and procedures
- To work closely with line manager to establish targets and develop strategies to meet them.
- Maintain a sensitive and professional approach towards colleagues, volunteers, children and families, mindful of confidentiality and anti-discriminatory practices
- Abide by health and safety guidelines and risk assessments and share responsibility for own safety and that of colleagues, volunteers, children and families
- To respect the rights of individuals by maintaining confidentiality and working in line with data protection legislation
- To create positive relationships and to treat everyone with dignity and respect, adhering to Dandelion Time's core aims and values, and adhering to the Equality and Diversity policy.
- To be proactive in improving Dandelion's environmental performance across all areas of the charity, complying fully with Dandelion Time's Environmental Policy
- To undertake any other relevant duties as required to ensure the effective provision of Dandelion Time objectives
- This job description may be subject to joint review from time to time between the post-holder and Dandelion Time, and as such is liable to amendment.

## **Other requirements**

This post requires regular screening by the Disclosure and Barring Service (DBS).

The post holder will be required to attend up to 3 days of mandatory training per year and monthly team meetings. These may be outside of normal work pattern.