



PERSON SPECIFICATION

Job Title: Director of Operations
Responsible to: Chief Executive

Education, Skills and Competencies	Required	Desirable
Educated to degree level or equivalent	✓	
Experience of developing an organisation across multiple sites		✓
Excellent organisational skills with the ability to prioritise conflicting demands	✓	
Experience of being responsible for Health and Safety	✓	
Experience in operations management	✓	
Experience within the charity sector a charity, community or SME		✓
Substantial experience of managing operational and project budgets including the necessary procurement and monitoring requirements.	✓	
Ability to lead and direct others to undertake tasks	✓	
Strong planning and problem-solving skills	✓	
Experience of playing a leading role in a Senior Management Team in a complex organisation		✓
Superb communication, negotiation and influencing skills	✓	
Strong IT skills (including experience with Microsoft Office) and good numeracy and literacy skills	✓	
Demonstrable experience of managing complex relationships		✓
Strong leadership skills		✓
Ability to build and maintain strong relationships	✓	
Ability to think creatively and strategically	✓	
Ability to work both independently and as part of a team, to be proactive, self-motivated and determined	✓	
Ability to think laterally and creatively to find solutions and resolve problems	✓	
In possession of a full, clean and valid licence	✓	