**NORTH GLASGOW HEALTHY LIVING COMMUNITY**

**Job Title: Operations Manager**

**Salary: £27,000 per annum**

**Hours: 35 hours per week**

**Annual Leave: 25 days per annum + 12 Public Holidays**

**Reports to: Project Manager**

An exciting opportunity has arisen for a suitably qualified and experienced manager to lead the Operations Team within North Glasgow Healthy Living Community.

The post holder will work in partnership locally to ensure the delivery of health improvement and community capacity building programmes in Greater Glasgow neighbourhoods across a range of priority themes including meeting organisational objectives, programmes and activities. Click the link to view a range of current programmes. Axis Health Hubs is currently our main partnership contracted programme area. ([**https://www.facebook.com/axishealthhubs/**](https://www.facebook.com/axishealthhubs/))

The successful applicant will be processed for PVG registration.

**Job Purpose:**

As part of the company’s management team, contribute to the strategic development of the organisation and have overall responsibility for the day-to-day operational management and development of service delivery operations including ensuring all targets and outcomes are delivered.

**Main Areas of Responsibility:**

* Day-to-day management of service delivery contracts and project-related activities to ensure contractural obligations are met
* Responsibility for the ongoing development of service delivery activities identifying areas for service improvements and the development of new services
* Line manage, support and supervise the Operations Team to ensure that all agreed work areas are planned and delivered to meet targets and reporting deadlines
* Line manage, support and supervise the operations team staff including the development and implementation of operational and individual work plans that ensure all service delivery targets and outcomes are achieved
* Responsibility for the development and implementation of fit-for-purpose monitoring and evaluation systems, processes and procedures across all staff teams
* Responsibility for the analysis of monitoring and evaluation data and the production of operational reports for both internal and external uses
* Support the development of effective working partnerships with all identified local stakeholders to address local health and wellbeing priorities
* Support local volunteering through developing links with local volunteer involving organisations
* Liaise with training providers to ensure the provision of relevant training to support current and developing needs of the operations team and volunteers working with North Glasgow HLC
* Keep abreast of current emerging health and wellbeing research and funding opportunities to sustain the work of the organisation
* As directed and supported by the Board/Project Manager, contribute to the sourcing and securing of funding to meet the needs of company development, growth and sustainability.
* Work with the Project Manager to support the various structures, networks, and planning/themed groups promoting health and wellbeing across the areas served by North Glasgow HLC
* Delegate and manage engagement in local structures and networks to Health & Wellbeing Workers as appropriate to the needs of the areas and company work plans
* Assist and contribute to the ongoing development and implementation of HLC work plans/activities
* Support the company to undertake regular reviews of company policies and procedures to meet legislative requirements and in line with the ethos of a good practice employer
* To undertake any other appropriate tasks as directed by the Project Manager as fits with the requirements of the post

**Person Specification**

The post holder would normally be qualified to degree standard or equivalent in the fields of health improvement, health inequalities and/or community development. However applicants with a proven track record in these fields will be considered.

Experience of inter-agency working and a good understanding of community development and the social model of health are essential.

The post holder must have good interpersonal and negotiation skills, and be able to communicate effectively with a range of audiences.

Experience in budget and people management are essential, as is the ability to demonstrate effective presentation skills. It is also expected that the post holder will have experience of monitoring and evaluation in an appropriate context.

The post holder must be able to demonstrate a working knowledge of Microsoft Office IT packages to support the remit of the post.

**APPLICATION PROCESS:**

If you feel you meet the requirements of the post, please request an application pack using one of the following methods:

* Email: admin@healthynorthglasgow.co.uk
* Tel: 0141 336 7000 and ask for Janette McGinnis.
* Download from Good Moves website

Please note that CVs will not be accepted.

**Deadline for completed applications - 12 Noon on Friday 31st May 2019**