

## JOB DETAILS

Job title: **Operations Manager (Strategic) (Maternity Cover)**  
Reports to: Chief Executive Officer

### OVERALL FUNCTION

To work alongside the CEO on the strategic development and functions of the organisation, and play a key role in the development of the organisation's membership and other services.

The key tasks and responsibilities of this post as detailed below will commence in full when the current post holder breaks for maternity leave in early 2020. Until then, the post holder will work across senior management of the organisation covering a range of tasks including project management, organisational development and strategic operations.

### SALARY AND HOURS OF WORK

A salary of **£30,443 (pro rata)** per annum will be paid monthly by bank transfer, usually on or around the 25<sup>th</sup> of the month. This post is a part time post (**21 hours**) to cover Maternity Leave and is based at our office in Edinburgh. Days are Monday, Tuesday and Thursday but may be offered with an element of flexibility for the suitable candidate.

The post will be offered on a fixed term contract ending 30<sup>th</sup> January 2021 to cover Maternity Leave. The post is offered on a standard 3-month probation basis and is subject to satisfactory references.

### HOLIDAYS AND TIME OFF IN LIEU

All staff are entitled to 32 days annual leave (pro rata) including bank holidays.

### PERSON SPECIFICATION

#### Essential criteria

- Experience of strategic planning
- Experience of development and implementation of policies and procedures
- Staff management (including support and supervision and annual appraisal)
- Experience of managing budgets and finance
- A working knowledge of Microsoft Excel
- Strong communication / liaison skills
- Confidence in preparing and delivering presentations
- Ability to act on own initiative and as part of a team
- Highly organised and efficient with strong attention to detail
- Understanding of the benefits of play in a child's development and wellbeing

#### Highly advantageous criteria

- A good understanding of General Data Protection Regulations
- Proven track record of project management
- Excellent understanding of evaluation and monitoring
- Experience of writing successful funding applications
- Educated to degree level or equivalent experience

- Understanding of databases
- Event Management including training courses and seminars
- Experience in managing websites
- Experience of recruiting and managing staff and volunteers
- Knowledge and experience of the Play Sector

#### **KEY TASKS & RESPONSIBILITIES**

- Strategic management and development of Smart Play Networks (SPN) activities.
- Development and implementation of organisational systems.
- Review and updated organisational policies and procedures including GDPR and some HR functions
- Overseeing organisational and project budgets.
- Supporting the development of existing and new services including guidance materials and membership services.
- Overseeing our training programme and line management of the Training Co-ordinator role.
- Working across the team to apply for and secure project and core funding.
- Updating and overseeing updates of the SPN website.
- Promoting the aims and objectives of SPN using varied platforms (meetings, presentations).
- Representing SPN on a variety of groups and forums.
- Research and keeping up to date with policy and initiatives in the sector.
- Work closely with the Projects Operations Manager on relevant issues.
- Work alongside the Projects Operations Manager to take decisions in the absence of the CEO.
- A range of other tasks key to the development of the organisation.

#### **SUPERVISORY RESPONSIBILITIES**

This post line manages the Training Co-ordinator.

The post holder will line manager staff in the absence of the CEO.

#### **SUPERVISION RECEIVED**

The post holder will be line managed by the CEO of Smart Play Network

#### **MONETARY RESPONSIBILITIES**

None

#### **IT AND EQUIPMENT SUPPLIED**

The post holder will be supplied with a laptop and access to other mobile IT equipment.

#### **EXPENSES AND TRAVEL**

Expenses for travel and out of pocket costs other than those to commute to work will be reimbursed.

#### **OTHER RESPONSIBILITIES**

In common with all SPN staff, the post holder will be expected to work in accordance with the aims of the Smart Play Network, and to observe the policy and procedures set out by the Chief Executive of the Charity.

The post holder will be expected to act in accordance with SPN's Equal Opportunities Policy.

It is expected that the post holder will uphold SPN's non smoking work policy.

The post holder will be expected to assist with any reasonable administrative duty at the request of the line manager for the post.

SPN/LF