

Operations Manager

The role is 21 hours per week with a salary of £30,000 pro-rata

(Currently funded to October 2021 with further funding expected beyond that date)

Home-based during the pandemic with regular reviews

Closing date: 17th February, 5 PM

Interview date: Week commencing 1st March by Zoom

Start date: 1st April, flexibility available

We believe in inclusivity

We welcome applications from people from all sections of the community irrespective of race, colour, gender, age disability, sexual orientation, religion or belief.

About the role

Following a review, this exciting new role will take the lead in ensuring the charity continues to deliver our high quality and established counselling and material aid services to anyone affected by pregnancy-related issues in Edinburgh. You will work closely with our Board of trustees to identify and take opportunities to improve and develop the services. You will lead and support our two other paid workers delivering those services, ensuring operations run safely and effectively to deliver the highest standards of service to the people receiving them.

What you'll do

- Provide leadership and line management to our Community development worker responsible for our material aid service and Baby



**Pregnancy
Counselling
& Care
(Scotland)**

Boutique and our Counselling lead responsible for delivering our counselling service

- Liaise closely with our professional fundraisers to support trust and grant fundraising applications and explore opportunities for other areas of income
- Manage the charity's budget and financial projections
- Lead on the charity's communications to maximise online and offline communications, including our website and social media channels
- Ensure accurate data about all aspects of our work is maintained and evaluated to continually improve our services
- Attend Board of Trustees meetings and present reports
- Promote PCC(S) and its services across health and social care sectors as well as to the wider public
- Ensure any property rented by the charity is kept safe and secure

What you'll bring

- Excellent verbal and written communications skills
- A proactive and positive approach to problem solving
- A passion to support others experiencing difficulties in their lives

Including experience in

- delivering a charitable service
- designing and delivering online and offline communications
- managing staff
- managing budgets
- managing a demanding and diverse workload with conflicting priorities

What's it like to work for us?

We are a small charity providing practical and emotional support to anyone experiencing difficulties in their lives due to pregnancy or childbirth in the Edinburgh area. The Operations Manager will be pivotal in continuing to achieve this. You will be supported by an experienced and committed Board of Trustees who will give you the autonomy and tailored support you need to

thrive in the role. We understand that people have busy lives and that a job is only one part of that so we offer flexible working.

Further information

Please contact us at info@counsellingandcare.co.uk if you have any questions about the post or application process

Please also see our website: www.counsellingandcare.co.uk