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**Move On Wood Recycling (MOWR) Social Enterprise**

**Operational Manager**

**Job Description**

**Reporting to:** Director of Operations

**Location:** MOWR, New Broompark, Granton, Edinburgh

**Hours:** 35 per week

**Salary:** Move On Salary Band 6 (£29,379 – £32,643)

**About MOWR**

MOWR is a successful social enterprise established by charity Move On in early 2018, with both environmental and social aims:

* to re-use waste timber, contributing to the circular economy and helping the environment through reducing the amount of timber sent to land fill or for chipping
* deliver employability skills, training, valuable jobs and volunteering opportunities for vulnerable people.

MOWR collects waste timber from the construction and events industries, as well as domestic settings. We re-use as much of this timber as possible, either selling on direct to the public, or through upcycling into furniture and other products. In the process of our day to day work, we offer volunteering and training opportunities.

**About Move On**

Move On’s mission is to support vulnerable people to achieve personal goals and make positive lasting change in their lives. We offer a range of services, which meet the needs of our service users and volunteers, which are flexible and innovative, responding to changing needs and circumstances.  Our mentoring, befriending and various employability services offer the key relationships and opportunities, which enable people to set goals, recognise and develop their skills, build confidence, grow their social networks and gain the qualifications and work experience they need to reach their potential and achieve a brighter future.

Move On’s services are delivered in a manner which is trauma informed/skilled, person-centred and asset-based.  We are committed to supporting people where they need it, when they need it and for as long as they need it.

**Main Purpose of the Role**

We are looking for someone who is highly motivated, entrepreneurial, has excellent communication skills and who has strong business and operational skills and experience. A proven leader, you will also have a commitment to delivering a high-quality service in line with our mission and core values.

You will lead a small staff team, ensuring that we deliver excellent customer service. You will manage and motivate volunteers, and organise the day to day activities of a busy and growing social enterprise.  Working with colleagues from other Move On teams, you will manage trainees within a busy working environment and oversee the delivery of high quality work experience opportunities.

The role will provide a great opportunity to demonstrate your skills in managing and growing an exciting social enterprise, leading, working alongside and inspiring others to make a real contribution to the local community, circular economy and to local sustainability.

MOWR is a member of the UK-wide National Community Wood Recycling Project Network.

**Responsibilities and Tasks:**

* Recruit, support, supervise, train, manage and motivate staff and volunteers
* To ensure excellent customer service at all times
* To prioritise and allocate calendars and workloads to ensure that wood collections, sales, production of products and deliveries take place in a timely and efficient manner
* Working closely with Move On’s Director of Operations, Senior Management and Management teams, as well as other colleagues to ensure that a high quality service is provided
* To ensure Health and Safety standards are maintained at all times, in a busy working environment
* Managing a service budget and costs
* Manage and improve all MOWR systems, processes and premises
* Sustain existing relationships and develop new ones, with construction, events industry and other partners, to ensure a plentiful supply of waste timber
* Working closely with Move On’s Marketing lead, to ensure wide promotion of MOWR products and initiatives
* Hands-on work at times (eg: driving vans to construction sites to collect waste timber, handling, sorting and up-cycling timber)
* Reporting to SMT, Move On Board and to other stakeholders as required

**What we can offer you:**

We strive to ensure that Move On is a great place to work by supporting, developing and valuing our people. We offer:

* Salary at Move On Grade 6 (£29,379 - £32,643)
* 25 days annual leave and 9 public holidays for the first 2 years of service, increasing to 28 days and 9 public holidays after 3 years
* Flexi-time
* Option to buy additional annual leave
* Ability to progress incrementally through salary band
* Annual personal volunteering day
* Strong focus on promoting staff health and wellbeing
* Training allowance and commitment to CPD
* TOIL system

**Move On**

**Move On Wood Recycling**

**Operational Manager**

**Person Specification**

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| --- | --- | --- |
|  | ***Essential*** | ***Desirable*** |
| ***SKILLS***  ***AND***  ***QUALITIES*** | * Commitment to Move On’s values and missionto support vulnerable people to achieve personal goals and make positive lasting change in their lives * Excellent communication skills * Excellent leadership skills * Excellent people and workload management skills * Developed networking skills * High level of motivation and enthusiasm * In good health and physically fit * IT skills * Interest in/knowledge of timber * Commitment to managing a safe working environment * A full, clean UK driving licence and ability to drive MOWR vans | * Commitment to and ability to carry out; recording, monitoring, evaluation and reporting * Awareness/understanding of the issues and challenges faced by vulnerable people of all ages * An interest in and/or knowledge of environmental and social issues and the circular economy * Practical wood working/joinery skills |
| ***EXPERIENCE*** | * Proven management experience either in a social enterprise or similar * Experience of motivating and leading a small team * Experience of Health and Safety legislation and good practice and its practical application in the workplace * Experience of delivering excellent customer service | * Some experience of the construction and/or recycling industries/ * Experience of managing a safe working environment * Experience of wood recycling * Experience of working with vulnerable people |

Move On staff operate as a team and from time to time, at the discretion of the senior management team, it may be necessary for staff to assist each other in their roles. A collective approach to work is, therefore, essential although members of staff have their own specific areas of responsibility.