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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

**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.

As a social enterprise, MOWR depends on generating income through trading to meet its costs, in the process delivering environmental and social impact.

**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. Move On’s services are delivered in a manner which are 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 seeking an experienced Operational Manager with the expertise, values and ambition to manage and develop our growing business. This is a senior leader position within the organisation, reporting to the Director of Operations.

We are looking for someone who is hands-on, highly motivated, commercially aware, has excellent communication skills and strong operational skills. A proven leader, you will have a commitment to grow the business, delivering high quality service with positive social impact in line with our mission and core values.

The role will provide a great opportunity to demonstrate your skills and experience 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:**

* Develop and implement our strategy to grow the business, ensuring profitability
* Develop commercial and operational processes to source stock and add value to recycled wood products
* To ensure Health and Safety standards are maintained at all times, in a busy working environment
* Managing sales, margins and costs within the business, to achieve the annual operating plan
* Manage and improve all MOWR systems, processes and premises
* Sustain existing relationships, sales leads, networks and develop new ones, with, e.g. construction, events industry and other partners, to ensure a plentiful supply of waste timber
* Recruit, support, supervise, train, manage and motivate staff and volunteers
* To ensure excellent customer service at all times
* Working closely with Move On’s Director of Operations and colleagues from other Move On teams to ensure that high quality employability and volunteering opportunities are provided
* Working closely with Move On’s Marketing lead, to ensure wide promotion of MOWR products and initiatives
* 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 (MOWR)**

**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 * Proven commercial and operational skills * 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*** | * 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 * Track record of working in a fast paced and demanding environment | * Proven management experience growing and developing a small business or social enterprise * 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.