



JOB DESCRIPTION

INTERNAL ROLE TITLE: Director of Operations

REPORTS TO: Executive Director

HOURS: 9.00 – 17.00 on working days (with some flexibility required)

LOCATION: Inverness, the Highlands

HOLIDAYS: 5 weeks per year, excluding Christmas and New Year

Salary: £33,500 – 35,500 Depending on experience

Role Purpose

This role will be responsible for the management and administration of the charity within the purpose, strategic direction and governance frameworks of Growing2gether. Together with the staff, Senior Management Team and Trustees, this leader will enable the organisation to meet its charitable purpose, ensure that the values, ethos, vision, mission and priorities are met and its aims and objectives fulfilled

As a part of the Senior Management Team, to support the strategic direction, development and expansion of the Charity and to be responsible for the integrity and effective planning, co-ordination, implementation of a number of Growing2gether programmes in Scotland. To establish and maintain a significant number of external contacts at senior level, including partnership steering groups with a range of stakeholders and managing programme facilitators.

Scottish Youth Mentoring Children
 Findhorn Hive, 567 West Whins, The Park, Findhorn, Forres. IV36 3SH
info@growing2gether.org.uk | 01309 250 268 | Growing2gether.org.uk

Growing2gether is an independent Scottish Charity SC051919
 Previously part of the Ecologia Youth Trust Scottish Charity No. SC023976
 Private Limited Company with charitable status SC290434

Essence of Role – Key Tasks, Responsibilities & Accountabilities

- Monitor and oversee the Charity’s strategic aims and objectives:

1: Reaching vulnerable children and young people:

- We will support a growing number of vulnerable children and young people to reach their potential through tested therapeutic or community-centered models by:

2: Strengthening communities

- We will listen to the needs of communities and young people to develop community-strengthening projects, which increase young people’s skills and confidence, empower them to achieve their potential and give them a voice to break intergenerational cycles of disadvantage.

3: Building sustainable partnerships

- We will have supported our community-based partners to develop innovative, holistic, child-centered approaches and to become self-sustaining by:

4: Building our organisation

- Our vision is to strengthen our organisation to deliver more for children and young people. This will be a key post dedicated to implement our development plan for the Charity and will include, as a member of the senior management team effectively working in partnership to implement the aims and objectives of the Charity.

Additional Responsibilities

- Run the Charity efficiently and effectively by ensuring that it has agile operating systems and management structure to fulfil its strategic objectives and carry out its day-to-day work in support of existing and new ways of operating.
- Line Management of staff: schedule and deliver 6-weekly line management sessions and twice- yearly staff appraisals. If Facilitator numbers increase, it may be that trainee facilitators could be managed by a Senior Facilitator.
- External relationships: Local Authority partners, contacts and lead officers including secondary school and nursery/ primary school Heads and staff; e.g., account management.
- Ensure that all aspects of the Charity’s programmes and operations are of a high quality and consistent with Growing2gether’s ethos and purpose.
- Liaise with all partners and stakeholders to ensure that all the necessary information, assistance, resources and support are in place to implement the G2G programme(s) in the relevant settings, both Growing2gether in schools and Youth Led Community projects.

- Resolve any tensions between partners, being proactive in identifying issues that might arise.
- Establish regular formal and informal reporting procedures and mechanisms to ensure all partners are kept fully informed, including the establishment and maintenance of an effective consultative panel.
- Project management of projects, overseeing set up, recruitment sessions, scheduling and attending meetings, events and ceremonies.
- Identifying and managing risks to programmes.
- Ensuring that the programmes achieve all the deliverable performance targets, by monitoring, comparing and reporting on outcome evaluations.
- Annual meetings with schools and primaries to maintain good relationships and assess how things went, what worked and did not work, what needs to change. Implementing any changes.
- Manage Service Level agreements with schools.
- Lead, inspire and motivate co-workers and volunteers and maintain a healthy and fulfilling environment that attracts and retains the best talent.
- To ensure the effective delivery of the programme and of evaluation of the programme, including outcome evaluation and post programme team meetings.
- Monitor all programme paperwork coming in from schools and facilitators arriving in a timely manner.
- Organise and arrange VIP visits for Head Teachers, Local Authority and central government.
- Explore 'in kind' support from local businesses – reduced rate photocopying, snacks for young people, supplies, binders

Person Specification

Qualifications		Criteria Essential – E Desirable – D
1	Youth Work qualification or related	D
2	Psychosynthesis Essentials / Foundation Year in Psychosynthesis	D
3	Clear Criminal Records Bureau check (CRB)	E
Knowledge		
1	Understanding of Growing2gether in the Community ethos and a commitment to the organisations vision and values.	E
2	Understanding and experience in delivering the Growing2gether curriculum	D
3.	Previous experience of project management, strategic planning, governance	E
Experience		
1	Building and maintaining relationships with a wide variety of colleagues, partners and stakeholders	E
2	Ability to organise, plan and work on multiple tasks.	D
3	Take positive, decisive and effective action to tackle professional challenges and find solutions	E
4	Project management skills	E
5	To work in a team, and lead a team	E
6	Operating in a line management capacity supervisory capacity, in supporting the facilitator's work with young people.	E
Aptitude and Skill		
1	Strategic development from operational perspective	E
2	Team building and staff management	E
3	Discrete and able to maintain confidentiality	E
4	Influencing, negotiating and consultation skills	E
5	Ability to plan and prioritise own workload and work with and / or without direct supervision	D
6	Highly developed and effective verbal and written communication skills and the ability to relay information to a wide range of people	E
7	To relay information to a wide range of people in a clear and cohesive manner	E
8	The capacity to remain patient and flexible within an environment of change	D
9	Ability and willingness to travel	E
10	Flexible and pragmatic approach to additional tasks requested to ensure successful project outcomes	D
11	Ability to problem solve, work professionally, confidently and with credibility	E
12	A good team player, pleasant friendly approach to colleagues and stakeholders	D
13	Must have a 'can do' approach	E
14	Able to maintain flexible and professional relationships with clients and feedback effectively to Business Development and other colleagues.	D
15	At all times acting responsibly as a Growing2gether representative	E
16	Attending a minimum of 2 CPD training days per annum	D