

Job Description and Person Specification

Job title:	Business Manager
Hours of work:	37.5 hours per week
Holidays:	37 days, including public holidays
Location:	Hybrid Working (remote and from our offices in Edinburgh or Glasgow)
Reports to:	Head of Corporate Services
Salary:	£35k- £38k
Benefits:	Flexible working and TOIL Policy • Equipment provided for working from home (laptop, phone etc.) Opportunities for continuous learning and development • Enhanced sick pay • Enhanced Maternity Benefit • Death in Service benefits • Employer pension (3% employee/6% employer or 4% employee/7% employer) • Cycle to Work Scheme • Recognition agreement with UNISON • Relocation package could be considered

About Waverley Care

At Waverley Care, we take a positive approach to HIV, Hepatitis C and Sexual Health. We work closely with communities, starting conversations about these issues, encouraging people to access testing and empowering them to make choices that improve their health and wellbeing.

Everything we do is guided by the experiences of the people we work with. By sharing these experiences, along with information people can trust, we want to challenge the stigma associated with HIV, hepatitis C and sexual health, and address the broader inequalities that our communities face.

Our vision is for a Scotland where no-one faces HIV or hepatitis C alone. Where it is simple to find out your status and access the support you need. Where stigma no longer exists, and open conversations about HIV, hepatitis C and sexual health are the norm. We will achieve this through our prevention, support and influencing work.

Waverley Care is at an important moment in our history as we work to get to zero HIV transmissions by 2030 – there is much work to be done, but as an organisation we are driven to create lasting change for everyone in Scotland living with, or at risk of HIV.

You can find out more about the work we do at our websites:

- www.waverleycare.org

About the post

The post will provide professional and efficient business management to the charity's Corporate Service functions through the administration of its business support outputs. You will provide assistance to the Head of Corporate Services and deliver a range of managerial and administrative activities that support the effective function of Waverley Care's operations. This is a vital role in a busy team that provides essential support to all staff, volunteers, and trustees. You will foster an environment of continuous improvement for all our business operations, supporting the senior management team in ensuring quality delivery of our strategic aims through enhancing our professional reputation, boosting income, increasing reach and raising our profile.

This is a great role for an experienced business manager from a range of sectors who wants to work in the third sector with a leading charity. You will be a lynchpin across the whole organisation and have the opportunity to get to really know how a charity operates across all departments.

Main duties and responsibilities:

Business Management

1. Manage the relationships with key business support suppliers, including the quotation and procurement process. Working with suppliers to get three quotes where needed, for final sign off by Head of Corporate Services
2. Work with the Head of Corporate Services to review best value for our key systems and platforms, meeting regularly to discuss budget income and expenditure for the corporate service function
3. Management of the charity's IT resources, including equipment for the organisation, and the telephone system. Management of the IT assets register for our insurance and audit purposes.
4. Provide high quality administrative support at Senior Management level through business support to the CEO, Head of Corporate Services and other members of the senior management team as required.
5. Management of the charity's sharepoint, working closely with the Head of Corporate Services and Senior Communications Manager to ensure the system is up to date and accessible to the organisation
6. Organise events/ away days for the organisation / make booking for the team at business venues
7. Work with the Head of Corporate Services to ensure all insurance policies for the organisation are up to date and maintained
8. Support Head of Corporate Services with GDPR and data monitoring to ensure adherence to current legislation
9. Promoting new processes or procedures that will ensure continuous improvement and quality for the charity's business management function

Health and Safety

1. Lead on Health and Safety for the organisation, ensuring adherence to current legislation for all properties and for those working from home. Ensuring best practice organisation wide
2. Management and maintenance of our Health and Safety software
3. Carry out relevant risk assessments, maintain and monitor
4. Ensure relevant first aid provision across the organisation
5. Maintaining policies and practices in line with current legislation
6. Lead on Health and Safety Audits

Property Management

1. Manage the leases for Milestone, Edinburgh and our offices in Glasgow and Inverness
2. Work closely with the Milestone Maintenance Supervisor to ensure full compliance with Health and Safety and contracts management processes
3. Manage best value contracts with third party service providers and suppliers for our properties' various services and contracts
4. Organise office operations and procedures in all locations

Board of Directors Administration

1. To organise bi-monthly Board meetings, organising venue and circulating diary invites
2. Minute the meetings of the Board of Directors, working closely with the Head of Corporate Services and CEO ahead of distribution

HR

1. Support Head of Corporate Services with administration for the organisation's people strategy, maintaining policies and practices which ensure we recruit and retain the best employees possible
2. Work with Head of Corporate Services to ensure we have effective human resources and robust health and safety practices and policies in place.
3. Prepare contract paperwork for sign off for new employees including DSE Assessments
4. To promote equality and diversity across the charity's operations
5. To participate in a system of support and supervision and to adhere to all Waverley Care policies and practice guidelines
6. To take advantage of learning and development opportunities as they present

Skills and Experience	
Essential	Desirable
<p>Experience of using IT systems and software</p> <p>Experience of managing contracts and third-party suppliers</p> <p>Experience of property management</p> <p>Experience of data systems such as CRM /Sharepoint</p> <p>Excellent administrative and organisational skills and experience</p> <p>Contract negotiation</p> <p>Knowledge of health & safety management, risk assessments</p>	<p>IOSH Managing Safely or equivalent</p>
Values and Behaviours	
Essential	Desirable
<p>Highly organised and attention to detail</p> <p>Ability to prioritise and manage a diverse workload</p> <p>Ability to work to a high level of accuracy</p> <p>Excellent written and verbal communication skills</p> <p>Excellent interpersonal and communication skills</p> <p>Ability to solve problems, make good judgements</p> <p>Ability to work under pressure and meet deadlines</p> <p>Reliability, integrity and discretion</p>	