



CALLANDER COMMUNITY DEVELOPMENT TRUST

## Operations Manager Job Outline and Application Requirements

<b>Job title:</b>
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Operations Manager
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<b>Responsible to:</b>
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Trustee Directors CCDT
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<b>Responsible for:</b>
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Staff, volunteers and contractors
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<b>Hours of work/Expected Salary:</b>
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The post is 37.5 hours per week, PAYE requiring occasional weekend/evening working hours. The post is currently to be based in an office/retail unit in Callander Main Street. Working from home can be negotiated weekly depending on the needs of the Trust. Salary negotiable in the region of £40,000 p/a.
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<b>Holiday entitlement:</b>
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30 days pro rata including bank holidays
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<b>Job purpose:</b>
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The Callander Community Development Trust (CCDT) is seeking to appoint a full time, remunerated, Operations Manager to work under the strategic direction of the Board of Trustees. The Trust has a turnover of about £300K. The Operations Manager will assist the Board ensuring the efficient operation of the Trust, implementing governance processes, maintaining stakeholder relations, managing assets and projects, overseeing community initiatives, and contributing to financial and budgetary management. The Operations Manager is responsible to the charitable Trust's volunteer directors.
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### **Applying**

Applicants should submit a proposal for employment in this role with a curriculum vitae, a short explanation of how their experience can be used to support and develop the post to the benefit of the community and the Trust; together with their required remuneration package and working conditions. A standard form of employment contract will be used to formalise the appointment with a 6 month probation period.

Candidates for this staff post are recommended to study the attached Annual Accounts to help understand the scope of the Trust's activities.

Shortlisted Applicants will be invited to attend an interview with the Trustees sometime during March 2024. Full Contract Terms and Conditions, Scope of Appointment and remuneration will be agreed with the successful candidate thereafter.

Applications should be emailed to [secretary@callandercdt.org.uk](mailto:secretary@callandercdt.org.uk) (Closing Date Fri 1<sup>st</sup> March 2024)

### **Essential Skills/Experience**

Business/Project Management Experience

Developing and/or implementing operational procedures and policies

Excellent organisation and communication skills

Good general IT skills (MS Word/MS Excel essential)

Ability to present written/oral reports

Experience in managing staff/volunteers. Good people management skills.

The Operations Manager will be responsible for a wide and varied range of administrative, clerical and financial support functions and will need to use skills and initiative to ensure their effective delivery.

Duties will require creativity in the production of reports, data and in the presentation of materials.

Duties are of a wide and varied nature and the Operations Manager will need to allocate workload and priorities to meet these varied demands.

### **Desirable Skills/Experience**

Experience in the Voluntary/Charity Sector

Knowledge of Company/Charity Reporting & Regulations

Familiarity with Financial Reporting/Budgeting

Experience in managing Website/Media Content & Communications