



Operations Manager Job Information Pack

About Us

Perth Autism Support was founded in 2011 to address the gaps in support for autistic children, young people and their families across Perth & Kinross.

In 2025, we have over 1400 families registered for services and support children, young people and families through the following service areas:

- Children's Services
- Transitions Services (encompassing three project areas – Engage, Enterprise and Employability)
- Family and Education Services (including our Early Years project and Autistic Adults Peer Support)

We are governed by a Board of Trustees (8) and we have a staff team of 34.

We are based in our centre in Perth City but work across the whole of the Perth & Kinross region.

For more information, visit www.perthautismsupport.org.uk



Operations Manager

Hours: 35 hours per week (Full Time)

Salary: £40,000 - £45,000 depending on experience

Location: Perth Autism Support, 14 New Row, Perth, PH1 5QA

Reports to: Chief Executive

Direct Reports: 6 – 3 x Service Managers, 1 x Office Manager, 1 x Finance Manager, 1 x Income Generation Manager

Perth Autism Support Benefits

- + Workplace Pension
- + 28 days annual leave (including Christmas/New Year closedown), with additional days for continuous service
- + 1 extra annual leave day on employee's birthday if this falls on a usual working day
- + 1 extra annual leave day if the employee has a child/young person starting nursery/Primary 1/S1
- + Staff Health and Wellbeing Programme
- + Extensive learning and development opportunities for continuing professional development



Operations Manager



Role Purpose:

We are looking for a highly motivated Operations Manager to join our organisation to work alongside Chief Executive.

In this role, you will be central to the efficient, compliant and impactful delivery of our charity's services and core functions, deputising for the Chief Executive where required.

The role combines general business operations in line with the mission and values of Perth Autism Support.

You will work with the wider Senior Management team to create the infrastructure required for Perth Autism Support to thrive, developing, and managing existing relationships, whilst building new opportunities.

As Operations Manager, you will be an inspiring leader and play a vital role in driving a step change in the strategic development of our organisation.

You will be an ambassador for Perth Autism Support, building relationships across the community to further our vision to support autistic children and young people to reach their full potential.

Key Responsibilities

Operational Management

- Overseeing the day to day running of Perth Autism Support's projects and services to ensure they are delivered in line with our mission, values, funder requirements and quality standards
- Provide leadership for the management team, including development and tracking of key performance indicators, learning and development plans, review planning and associated HR functions for the team
- Use service user insight and evaluation to identify opportunities and maximise existing activity, in line with current trends and best practice.
- Role model and work to organisational values at all times

Strategic Planning

- Working with the Chief Executive and senior management team to develop annual operational and business plans
- Lead on annual consultation and evaluation with stakeholders to ensure the needs of our community are met
- Lead on data monitoring and quality assurance processes to demonstrate the value of services and drive continuous improvement
- Monitor outcomes and deliver on reporting requirements



Key Responsibilities

Finance and Administration

- Managing operational budgets, ensuring best value and monitoring of processes to decrease expenditure
- Preparing financial reports in partnership with the Finance Manager
- Overseeing administrative systems, IT systems and facilities with the Office Manager
- Monitoring Income Generation targets and KPI's

Compliance and Governance

- Ensuring all operations comply with relevant legislation and regulations, including health and safety, GDPR, safeguarding and Care Inspectorate/SSSC requirements, supporting the organisation Registered Manager
- Identifying potential risks to the organisation and developing mitigation strategies and business continuity plans



Key Responsibilities

Partnership and Stakeholder Management

- Building and maintaining strong relationships with stakeholders including external partners (e.g. local authority, other charities) donors and beneficiaries
- Attendance at local and national events relevant to the service and to the organisation as part of the Senior Management team

People Management

- Leading with compassion and values driven to support staff and volunteers
- Undertaking training needs analysis, development plans for staff and volunteers
- Providing day to day line management for direct reports



Essential Skills and Experience

- Practical, demonstrable experience within a leadership role ideally within the non-profit or public sector
- Strong leadership, communication and interpersonal skills to motivate teams and work effectively with diverse stakeholders
- Excellent planning, time management and project management capabilities to manage multiple competing demands
- Knowledge of the Scottish Charity Sector and funding landscape
- A proactive, solution focussed approach to resolving daily issues and improving processes
- Experience with budget management, financial tracking and reporting
- Evidence of ability to develop and maintain partnerships
- Evidence of experience in evaluation and reporting methods
- A strong commitment to the mission, vision and values of Perth Autism Support, with an understanding of the operational environment of the Third Sector
- Understanding of how to use data to drive decision making
- Proficiency in relevant IT systems, including experience of implementation and systems planning to improve services



Essential Competencies

- Understanding and commitment to the cause of Perth Autism Support
- Ability to work autonomously and be a confident decision maker
- Open and skilled communicator, with ability to provide first class stewardship to develop and maintain relationships both internally and externally
- Ability to manage a busy workload, demonstrating a solution focussed approach with good planning skills
- Driver with access to a car for work purposes



Application Process and Timeline

If you would like to apply for the position, you should send your most recent CV and covering letter to angie@perthautismsupport.org.uk for the attention of Angie Ferguson, Chief Executive.

We pride ourselves in supporting applicants who may be looking for non-traditional ways to apply for roles, so if you have alternative ways you would like to apply for the role, please do so, just make sure you demonstrate your relevant experience in line with the skills, experience and competencies listed above.

If you would like to have an informal chat about the role, please send your contact details and request to angie@perthautismsupport.org.uk or call Angie Ferguson, Chief Executive on 01738 451081.

Applications for the position will close on Friday 20th February 2026.

We expect first stage interviews to take place week commencing 2nd March 2026.



Accessibility

We value the benefit diversity and inclusion brings and we welcome information on any reasonable adjustments we can make to ensure you can fully participate.

For example, this may include support to complete forms, extra time for an interview, access to this information in different formats, or information sheets detailing the interview/assessment process and general housekeeping.

Please contact recruitment@perthautismsupport.org.uk to discuss.

We are a Disability Confident Leader organisation.

This means that a disabled person who meets the essential criteria for this vacancy will be offered an interview. If you would like your application to be considered under the Disability Confident scheme, then please include in your email/written application –

‘My application should be considered under the Disability Confident scheme.’

If you are making an application via our standard application form, there is a section to highlight this, please ensure you tick this box.

NB: there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. For example: in certain recruitment situations such as a high number of applications. In these instances, we may need to limit the overall number of interviews offered to both disabled people and non-disabled people. In these circumstances, we will select the disabled candidates who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.

