

## **JOB DESCRIPTION - EDINBURGH CITY MISSION – DIRECTOR OF OPERATIONS**

### **Reporting Relationship**

The Director of Operations reports to the CEO, and attends all Board meetings.

### **Overall Purpose**

The Director of Operations is responsible for governance and operations for Edinburgh City Mission. With specific oversight of finance, fundraising, IT, HR, communications, building management and governance; including Data Protection; Safeguarding and Health & Safety. As such, they lead & line manage the Operations team and will regularly report to the Board on all aspects of their role.

### **Hours of Employment**

35 hours a week, worked flexibly with at least 4 days a week in the office. Hours will vary due to occasional staff meetings, training, events, etc.

### **Occupational requirement**

Edinburgh City Mission is committed to sharing the Christian gospel with the people of Edinburgh. It is essential that every member of the team personally own, communicate and implement the aims and objectives of the Mission, sharing the Mission's core beliefs and values to the public. Therefore there is a requirement for the post-holder to be an evangelical Christian.

### **Way of working:** you are expected to:

- Actively participate in the life of the Edinburgh City Mission team.
- Act in a professional manner at all times.
- Work in accordance with the Aims and Values of Edinburgh City Mission.

### **Job Details**

Operations, IT and Communications:

- Line manage the Operations team (currently 4 FTE)
- Responsible for assessing Edinburgh City Mission's IT and other technology needs and sourcing these as required.
- Provide ongoing management of technology needs.
- Provide strategic direction of communications channels (content to be shaped by CEO)

Health & safety and building management:

- Manage the office facilities at Washington Lane
- Responsible for negotiating and managing business contracts, services and leases of equipment.
- As Health and Safety Officer, develop, maintain and report on health and safety policies and procedures for both the office and the outreach teams.
- Manage and report any health and safety incidents appropriately.
- Oversee investment property

#### Fundraising & finance:

- Oversee the day to day finance operation of the charity.
- In liaison with the Finance Trustee, draft and manage the budget and accounts for auditing.
- Oversee the payment of bills, invoices, expense claims, payroll processing etc.
- Oversee the reconciliation of the accounts and tracking of income & expenditure of funds (using Xero)
- Oversee the implementation of the fundraising strategy & manage the fundraising team
- Oversee organisation wide event management

#### Governance:

- As safeguarding officer, you are responsible for developing, implementing and reviewing the organisation's safeguarding policies and procedures to ensure they reflect the most recent laws and regulations.
- Respond to safeguarding issues, providing advice and support to staff and liaising where appropriate with the Local Authority and other relevant agencies.
- Named contact for the VSDS Disclosure Scotland scheme, overseeing the PVG scheme for all relevant staff and volunteers involved in regulated work.
- As data protection officer you will ensure all personal data within Edinburgh City Mission is gathered, stored and processed in line with current legislation.
- Manage and report on key risks within the organisation.
- Keep up to date with charitable governance requirements, informing the Board of any changes before they are implemented.

#### HR

- Oversee the HR function
- Ensure strategic alignment between overall vision, finance and people plans

Changes to the above may be made by the Board, with prior notice, in discussion with the post-holder.

## **PERSON SPECIFICATION**

The successful post holder will have evidence of these characteristics:

### Essential:

- Knowledge of Scottish charitable governance
- Experience of working in the charitable sector
- Team management experience
- Able to develop and implement strategic plans but also respond to rapidly changing situations
- Able to work collaboratively, understanding the complex needs of a range of stakeholders
- Experience of reporting to a Board of Trustees
- Evangelical Christian and actively involved in a church
- Enthusiastic about the aims of Edinburgh City Mission

### Preferred:

- Professional level qualification in one of Finance, IT, HR or other operational area