

Job Title:	Operations Manager
Employer:	Forres Area Community Trust
Pay Scale:	£23,595 per annum, based on £16.50/hour
Hours of Work:	27.5 hour working week, to be worked flexibly
Responsible to:	Development Manager
Contract Length:	12 months, with extension subject to funding
Pension:	Statutory workplace pension scheme
Holidays:	154 hours per year (including public holidays)

There is another post that is being advertised concurrently with this one, for part time Finance Manager, and FACT is open to applications for both posts from the same applicant.

About Forres Area Community Trust (FACT)

FACT is a thriving third sector organisation that aims to make Forres a great place to live, work and visit. We follow the principles of sustainable development and our objects are to:

- advance citizenship and community development
- advance and protect the environment, culture and heritage
- advance education and lifelong learning for the benefit of the general public

As we grow, the complexity to manage multiple streams of funding and performance data for our suite of projects and services is similarly growing. Our next major step, having purchased Forres Town Hall through a Capital Asset Transfer, is to secure its long term future through a major refurbishment programme, and we are currently raising funds for this.

Post Aim:

To manage the operations and internal running of Forres Area Community Trust and Forres Town Hall and/or other properties that FACT may occupy.

Main Tasks

- Managing operations of administration and property
- Human Resources including contracts, line management of four part time staff
- Risk Assessments, Health and Safety, Fire Safety and other procedures and compliance for operation of property
- Policies and Procedures – preparation, application and review

- Monitoring and Evaluation of FACT's activities – assessment and review for management and funders' purposes
- Safeguarding and PVG assessments
- Licences and Insurance
- IT management and administration (including outsourcing where appropriate)
- Report writing and preparation of documents
- Coordinating with Finance Manager and Activity Coordinators on the efficient running of FACT's operations as budgeted

Person Specification

Essential

- Experience in facilities management
- Excellent interpersonal skills: including the ability to work well with individuals and groups in a cooperative way, the ability to encourage and support others and the ability to network effectively with other key stakeholders
- Good level of computer literacy
- Ability to work as part of a team and on their own initiative
- An organised approach to work and excellent time management skills
- A good standard of written communication and numeracy

Desirable

- Knowledge of the Forres area and the community
- Experience in a similar role
- Understanding of various computer programmes and applications including xero, airtable, and google workspace for non-profits
- Access to transport
- Qualifications in facilities management and HR.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing project needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.