

JOB DESCRIPTION: ASSISTANT DIRECTOR (OPERATIONS)

Job Title	Assistant Director (Operations)
Line Manager	Director
Salary	In the region of £32,000 pro-rata
Location	Flexible
Working hours	In the region of 0.6 FTE <i>There is the potential that should the successful applicant have other key skills (e.g. event management; marketing; writing & communications; networking etc) we could expand this position to full time.</i>

PURPOSE

To support the Director and Board by ensuring the operation, design and maintenance of all systems for company administration, communication, governance, financial controls, HR, estates and IT, and in managing the delivery of Solas projects and work programmes. As a member of the Solas core leadership team, the Assistant Director will also play an active role in guiding and contributing to the spiritual life of the team and generating a positive team spirit and culture.

MAIN DUTIES

Governance and compliance

1. Ensure Solas has all the necessary compliant company policies and procedures and that they are created, operated, maintained and made centrally available to staff.
2. Act as Company Secretary and the Principal Contact for OSCR (the Scottish charity regulators), and the Information Commissioner.
3. Support the Director, Company Treasurer and Chair of the Board in providing good governance and support for the other Trustees.
4. Attend and contribute to all board meetings and any subgroups as required.
5. Ensure the retention and maintenance of all records as well as compliance with Data Protection requirements.

Financial systems

6. Maintain and operate financial systems to ensure all financial transactions and controls are fully operational and compliant.
7. Support the Treasurer and Bookkeeper in operating the Solas financial systems, including all bank transactions, accounting software, payroll, pensions etc.
8. Support the Director and Board in pay reviews and conditions of service.

Human Resources

9. Support the recruitment, training, and development of staff in their delivery of Solas operations.
10. Line management of administrative staff, and provide support to volunteers including Trustees.
11. Ensure staff access to and application of all company policies and procedures.
12. Ensure currency of all contracts of employment and job descriptions.
13. Act as the main safeguarding contact.
14. Provide general HR support within Solas including leave management.

Project and Programme Management & Planning

15. Provide project management support to delivery teams for selected key projects, including assistance with planning, staff resourcing, budgets, and cost controls.

16. Ensure the production and maintenance of a Strategy and Implementation plan.

Fundraising and Business Development

- 17. Act as the focal point in co-ordinating the strategic growth plan, supporting the Director, Treasurer, the Board Chair, and the Board in fulfilling the Solas vision.
- 18. Provide support to staff involved in fundraising activities and other income generation activities.
- 19. Ensure the operation of a donor-care policy.

Estates

- 20. Lead on all aspects of estates, offices, and all utilities (including Internet).
- 21. Act as Health and Safety lead and main contact.

IT systems

- 22. Lead the development of appropriate and cost-effective IT systems and strategies.
- 23. Ensure all staff are supported in home working.

Communications

- 24. Oversee and keep a high-level eye on all of Solas’s communications, ensuring there is joined up thinking between all that we do, from events to development.
- 25. Mitigate the challenges and leverage the opportunities of a distributed organisational structure

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
1	Senior Management experience;	Academic or ministry administration background;
2	Prior experience of developing office systems;	
3	Financial literacy;	Financial training ; Familiarity with procurement of services and subcontracting;
4	Strong familiarity with staff management and HR systems;	
5	Degree level education or equivalent experience;	
6	Communication skills – both verbal and written;	
7	Self-motivated, but also a team worker;	
8	IT literacy, including use of various software platforms;	MS, Google Workspace, Xero, mobile banking; Administration of various platforms;
9	Income growth and funding strategy experience;	
10	Committed Christian and actively involved in a local church;	
11		Able to drive;