



Lady McAdden Breast Screening Trust

Job Description	
Post Title	Operations Manager
Responsible to	Board of Trustees
Date	January 2019
Contract Type	Fixed Term, 12 months
Hours	As per contract, but up or down to suit needs of Trust

Job Summary

- To lead the Management team and oversee all operations within the Trust, ensuring high standards of service and customer care.
- To carry out a management and efficiency review of all operations within the Trust.
- To lead on a Capital Appeal/fundraising campaign.
- To review, develop and amend the Trust's Business Plan.
- To draft reports for and attend the Board of Trustees meetings and other key meetings

Key Responsibilities

- To assess the financial position of the Trust and to lead on proposals to secure the Trust's financial future, this includes leading on a Capital Appeal, review of shops, reshaping existing services, an accommodation/premises review
- To manage the Business Manager Finance, the Business Manager Admin, the Lead Nurse, the Marketing/Fundraising Coordinator and the shop Managers in the delivery of the day to day services.
- To develop the management of performance across services, setting objectives and targets for staff and carrying out appraisals and one to one sessions as required.
- To collate performance data for the Trust and provide clear analysis.
- To carry out a review of all current operations and make recommendations for an efficient, fit for purpose staffing structure.
- To assist with maximising resources for the Trust and proactively scan the horizon for external funding opportunities

- To ensure that all staff are effectively focused on maximising resources and delivering efficiencies.
- To produce a revised 5 year Business Plan setting out the current and future purpose and priorities for the Trust.
- To work closely with and write reports for the Board of Trustees.
- To help enhance the profile and reputation of the Trust, develop positive links with community groups, health professionals, local companies and others.
- To develop knowledge of best practice and trends in fundraising, including networking within the charity sector as appropriate.
- To be an ambassador at events, supporting the delivery of the Trust's work and ensuring that the Trust's profile and reputation are enhanced.
- To ensure the Trust's activities comply with charity fundraising law and regulations.
- To ensure that the Trust has the necessary policies in place and that these are regularly reviewed.

Key relationships

Managers/All staff
 Volunteers and supporters
 Board of Trustees
 External Organisations
 Press

Equality and Diversity

The Trust is committed to promoting equality and diversity and the post holder will be committed to ensuring equity in employment opportunities and in access to healthcare and assessments. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

Smoke Free Policy

The Trust has a smoke-free policy. Smoking will not be permitted on any of the Trust's premises (including the grounds that the premises are sited on).

Confidentiality

The post holder must maintain confidentiality, security and integrity of information relating to customers, staff and other Trust matters.

This post is subject to the terms and conditions of employment of Lady McAdden Breast Screening Unit Trust.

I have read and understood the obligations placed upon me under the description of my role as outlined above.

Signature:

Date.....