

Lady McAdden are seeking an

Operations Director

Annual Salary £55,000

Full-time, Fixed term contract

18 months - 2 years

28 days annual leave



**LADY McADDEN
BREAST SCREENING**

Closing Date

14th December 2018

**Interviews will be held
mid January 2019**

If you are looking for a challenging but rewarding role that uses your management and organisational skills then this is a great role for you. We are looking for someone who can help secure a bright and successful future for Lady McAdden Breast Screening Trust in Southend-on-Sea. In particular we need someone who can review current operations, develop our Business Plan and Strategy as well as devise and start to implement a new fundraising plan for the charity.

Your key responsibilities will include:

- Leading the Management Team in delivering high quality services.
- Reviewing the charity's financial position and developing a revised Business Plan.
- Devising and leading on a new fundraising campaign.
- Enhancing the reputation and profile of the charity by developing positive links with key organisations and companies and overseeing marketing and PR.

The experience and qualities to be successful in this role include:

- Good standard of education.
- Experience in leadership and management at a senior level.
- Experience in change management.
- Experience in strategic and business planning.
- Excellent interpersonal skills and an ability to build strong and effective relations with staff, Trustees and outside organisations.
- Good at planning, organising and prioritising and able to work on own initiative to tight deadlines.
- Well-developed presentation and influencing skills.

How do I apply?

Please email your CV and a covering letter highlighting your suitability for the role to wendys@ladymcadden.org