



Operations Manager

Rousay, Egilsay and Wyre Development Trust

Based at The Manse, Rousay. We are currently working a hybrid of office and home working.

Attractive, negotiable salary.

Full Time, 2-year fixed term contract.

We currently have an exciting opportunity for an enthusiastic, motivated and experienced Operations Manager who can lead our team. You will be critical to the success of REWDT achieving its Key Objectives and will be accountable to the Board of Directors for all aspects of REWDT's operations.

KEY RESPONSIBILITIES:

Management of current annual objectives and associated Key Results delivery to agreed timescales and budget. This includes agreement, delivery and reporting of REWDT key measures of performance.

Onsite team leadership and management, encouraging, engaging, developing and enabling the team.

Communication and engagement with Key Stakeholders including our local community, Trust members, Board of Directors, staff and Key Partners. Finding creative ways to refresh and improve our communication, using both written and face-to-face mediums. Organising community events to interact with our members at least once a quarter. Ensuring high visibility within the community and at events.

Identification and proposal of new projects and opportunities for Board review and approval.

Development and delivery of approved projects to agreed timescales and budget. Resourcing appropriately and liaising with external contractors when required.

Effective Business performance development to ensure REWDT stay up to date with current best practice for all operations associated with our Charitable Trust.

Person Specification, Skills and Experience

Educated to degree level, or with equivalent experience, to be successful in this post you will need to have the following experience and skills.

- Experience of managing project and operational delivery. Experience of achieving and reporting Key results.
- Experience of developing and delivering a wide range of projects and services.
- Effective, responsive and supportive people and performance management and development skills.



*From the community
For the community*

- Proven experience of community and stakeholder engagement, including experience of presenting plans and projects to Key Stakeholders and organising and participating in events.
- Strong financial management skills.
- Knowledge and understanding of the grant funding application process and experience of working with key partners and funders to successfully secure funding.
- Effective Change management skills.
- Awareness, understanding and adherence to GDPR and Data Protection policies and key Health and Safety policies.
- Knowledge and experience of key Human Resources operations.
- Excellent written and verbal communication skills.
- Strong IT, administrative and social media skills.
- An ability to enthuse, motivate and inspire others to contribute effectively to the regeneration of our community.

Desirable:

- Knowledge and understanding of social enterprise/community sector organisations.
- Knowledge and understanding of issues facing communities, particularly those in rural or island settings.
- Experience of working with volunteers and Boards.
- Experience of managing promotional and marketing strategies.
- Experience of living and working in a remote community.

For a more detailed Job Description and to find out how to apply, please visit our website www.rewdt.org , email info@rewdt.org , or contact the Trust Offices on 01856 821229.

Closing date for applications is Wednesday 31st August 2022.

Rousay, Egilsay and Wyre Development Trust is a charitable company limited by guarantee.
Company Reg. No. SC318527 Charity Reg. No. SC040407