



Job Title:	Operations Manager	Job Category:	Management
Department/Group:	PrettynPink (PNP)	Job Code/ Req#:	Not Applicable
Location:	Belfast	Travel Required:	(30%)
Level/Salary Range:	Not Disclosed	Position Type:	Full Time
Board Contact:	Patrick Porter/Paula Colhoun	Duration of Post	Fixed term, 12 months with possible extension
Will Train Applicant(s):	On-Job Training	Hours per week	40
Applications Accepted By:			
<p>Attention: Patrick Porter/Paula Colhoun</p> <p>Please email your application (Cover Letter, CV and Additional Information Form) to PNP Board Member Patrick Porter, email: p.porter@ulster.ac.uk, Subject Line: FAO PrettynPink Recruitment</p> <p>Equal Opportunities Monitoring Form - Please seal this form in an envelope marked Private and Confidential, and return it to; PrettynPink, Breast Cancer Charity 20 Adelaide Street Belfast BT2 8GD</p>			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>PrettynPink Breast Cancer Charity is seeking an exceptional candidate to fill the role of Operations Manager. Working closely with the PrettynPink Board and supported by a talented and experienced PNP Team (both staff and volunteers). You will have direct responsibility for all of the Charity's day-to-day operations including charitable services, overseeing the PNP Charitable shop and all of our commercial activities.</p> <p>You will ultimately be responsible for ensuring that all PNP activities operate to the highest level, ensuring fundraising targets are met, overseeing budgets and driving the quality of all PNP services up. You will need to support and develop the existing team to make sure they deliver the highest levels of service.</p> <p>The successful candidate must have the capacity to operate at all levels from ensuring shops and services are operating at maximum efficiency, to writing and delivering reports at PNP board meetings. As a senior member of the team you will have the ability to influence the development of the activities and the services the charity delivers.</p> <p>This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. PrettynPink reserves the right to amend this job description from time to time, in line with the needs of the business. Any changes will be confirmed in writing.</p>			



Breast cancer can affect women of any age



ESSENTIAL SKILLS AND EXPERIENCE:

- Experience of working in a fundraising capacity ideally within a charitable organisation.
- Experience in the operation of Charity based retail outlets.
- Customer focused and commercially astute.
- Experience of people management ideally in a volunteer programme.
- Experience of successfully managing and reporting on budgets.
- Experience of developing fundraising strategies.
- Experience of managing the delivery of projects from conception to execution and evaluation.
- Experience of managing multiple projects simultaneously and ability to prioritise in a fast changing environment
- Experience of speaking at meetings, events and others.
- Experience of negotiating and influencing others who may have different priorities to achieve shared goals, at a senior level.
- Working knowledge of voluntary and corporate sectors.
- Excellent project management skills.
- Excellent interpersonal and communication skills.
- Experience of complex administration and record keeping in an office environment.

PERSONAL ATTRIBUTES/QUALITIES:

- Ability to engage with a wide range of people from different backgrounds.
- Problem-solving ability including adapting to new situations.
- Methodical and confident in organising and prioritising own workload.
- Enjoys working as part of a team.

DESIRABLE REQUIREMENTS:

- Previous experience working in a similar capacity for a charitable organisation.
- Leadership or Management qualification.

ADDITIONAL NOTES

PLEASE DEMONSTRATE ON YOUR CV APPLICATION HOW YOU FEEL YOU MEET THE ESSENTIAL CRITERIA OF THIS ROLE. INCLUDE A COVERING LETTER AS PART OF YOUR APPLICATION.