

**Job Purpose:****Northern Ireland Resources Network (NIRN)****Job Title:** Operations Manager**Responsible to:** Executive Director of Northern Ireland Resources Network

The Operations Manager will work with the Executive Director to ensure that the day to day functioning of Northern Ireland Resources Network (NIRN) runs smoothly and effectively. Their responsibilities include:

- Assisting the Executive Director in delivering on the vision and strategy for the organisation
- Leading and motivating a team of colleagues, cultivating a positive and productive work environment.
- Improving operational management systems and processes in line with best practice
- Ensuring all operations comply with relevant legislative and regulatory requirements.

**Specific duties and responsibilities:****Operations Management**

- Promote a collaborative atmosphere that inspires colleagues to engage, share insights and best practices
- Manage operational activities to ensure they stay on schedule and within budget
- Develop and implement operational policies and procedures for efficient operations
- Oversee data collection, analysis, and reporting to ensure they meet the needs of the Executive Director and Board of Directors.
- Ensure compliance with legislative and regulatory requirements, including Health and Safety, Insurance, Corporation Tax, Companies House regulations, etc.
- Assist with the organising of the annual conference with other key partners

**Financial and Funder Management**

- Work closely with the Executive director to produce budgets and manage resources effectively
- Work with the external provider to produce quarterly management accounts

- Oversee the financial activities of Northern Ireland Resources Network including provision of receipts for all expenditure and credit cards and back up documentation including payroll adjustments etc. for the finance provider
- Ensure financial policies and procedures are kept up to date and that staff conversant are conversant with same
- Support the Executive Director to identify and secure new sources of funding including preparation of funding bids
- Ensure all funder requirements are met and funding monitoring documents are completed
- Ensure strong financial control and consistent compliance with funding requirements

### **Human Resources and Management of Staff**

- Develop and manage the recruitment, induction and probation process for employees
- Ensure contracts of employment are reviewed and issued on a timely basis and in line with legislation
- Provide ongoing support to colleagues including completion of appraisals, identification of learning and development needs.
- Engaging with colleagues to identify the learning and development needs of staff and evaluate to demonstrate needs have been met.
- Work with external HR company to maintain HR database and ensure records are accurate, up to date and the system is used effectively
- Ensure colleagues are aware and adhere to all Northern Ireland Resources Network policies and procedures, relevant legislation and regulations
- Support colleagues in connecting and engaging with network members

### **Monitoring and Review**

- Provide regular reports in line with organisational and external requirements.
- Ensure internal processes & procedures are in place and working effectively and undertake evaluations to develop and build on learning
- Maintain and distribute all information in accordance with data protection legislation and Northern Ireland Resources Network's policy requirements
- Ensure any new services developed perform against agreed objectives by evaluating performance and producing reports for relevant stakeholders.

### **Person Specification**

Personnel Specification	Essential	Desirable
<b>Qualification/Experience</b>		
A minimum of 2 years recent experience of the	✓	

voluntary/community sector		
Educated to degree level in a relevant discipline plus 3 years operational experience of leading/coordinating business operations OR 5 years' experience of leading/coordinating business operations	✓	
<b>Knowledge and Experience</b>		
Knowledge of the Circular Economy and the Waste Hierarchy	✓	✓
Knowledge and experience of working with community groups or community-based organisations.	✓	
Understanding of current policies, practices and legislation which have an impact on the Reuse and Repair sector and Circular Economy		
Experience of the funding landscape and management of successful funding applications	✓	
Knowledge of Google Chrome operating systems including ability to maintain and update records and files	✓	
Demonstrable people management and coaching experience	✓	
Minimum two years' experience of managing and motivating teams	✓	
Experience of financial administration	✓	
Experience of designing and implementing business improvement initiatives	✓	
Experience of developing and implementing operational policies and procedures	✓	
<b>Skills and Abilities</b>		
Strong leadership skills	✓	
Excellent communication, written, verbal and interpersonal skills and ability to communicate effectively at all levels	✓	

Ability to work on own initiative and effectively as part of a team.	✓	
Strong project Management and organisational skills.	✓	
Completer Finisher	✓	
Strong networking and collaboration skills	✓	
Positive attitude and willingness to learn	✓	

**Hours:** Full time - 35 hours per week

**Salary:** £35,000 per annum + 5% employer pension contribution

**Travel Expenses:** HMRC Fixed Rate

**Leave:** 20 days per annum plus 11 statutory holidays

**Base:** Home Based – Travel to meet organisational requirements.

Initial 9 Month contract with potential to extend subject to satisfactory performance and programme funding