

## Job Description:

<b>Job Title:</b>	Operational Lead	<b>Function:</b>	Operations
<b>Salary:</b>	£27,199.26 ( FTE)	<b>Hours:</b>	30 hours per week (Monday – Friday)
<b>Reporting To:</b>	Chief Executive Officer	<b>Reports:</b>	X 4 Direct Reports
<b>Duration:</b>	Initially to March 2024 (post will continue subject to funding)	<b>Base:</b>	Unique Ways Hanson Lane Enterprise Centre Hanson Lane Halifax HX1 5PG  Some flexibility for home working on occasion.

### Key role purpose:

Unique Ways is a local Calderdale charity based in Halifax. We have been a registered charity for over 21 years. We exist to directly support our Parent Carers Members who have disabled children or children with additional needs. Our Mission is twofold:-

- To build the skills and resilience of our Parent Carer Members supporting them to achieve the best life outcomes for their children. We do this by providing free direct services to our Parent Carer Members.
- To ensure the voice of Parent Carers is heard and listened to. We do this through our Parent Carer Forum – ‘Family Voice Calderdale’ which is the voice and influence arm of our charity.

The Operational Lead is a support function role and key driver in ensuring the staff team and infrastructure connect to provide a first-class service and seamless delivery for our Members.

### Scope of the Role:

- To provide an effective day to day operational lead relating to all aspects of the Charity’s operations.
- To be responsible for the financial management of the charity, including daily income and expenditure, budget management and all related reporting procedures.
- Management of Staff Team (currently 4 direct reports).
- To work with other key partners to potentially extend the scope of services that we can offer Parent Carers
- To clearly demonstrate and promote the positive impact of the Charity.

### Key responsibilities / Accountabilities:

- To manage all operational activity of the Charity according to the strategic direction provided by the Board of Trustees and Chief Executive Officer.
- To assist with the planning and delivering of our annual service offer to our Parent Carer Members including preparation of flyers, upkeep of notice board and mailings to our Members.
- To directly manage the staff team.
- To apply for grant funding to Charitable Trusts and Foundations (small trusts programme of £5,000 & under).
- Maintain accurate and timely records of all financial transactions, both electronically and paper based and ensure all financial procedures are compliant to relevant policies and regulations.
- Oversee the financial position of grants, contracts and service level agreements and complete all related financial returns to the relevant funder within requested timeframes.
- Prepare financial reports for Management and Trustees, reporting any concerns or irregularities in a timely manner and prepare records for the year end audit, working in conjunction with the appointed auditor.
- Undertake the day to day administration of finances within the charity, including all invoices, expenses and petty cash and undertaking regular reconciliations.
- Liaise regularly with payroll provider to ensure salaries and associated costs are paid in a timely and accurate manner.
- Ensure that the charity's pension scheme is managed effectively.
- Undertake the communication tasks of the charity, including managing the website, E-bulletins, Facebook, Twitter and SMS accounts and liaising with any external providers as appropriate.
- Oversee the database, ensuring it is fit for purpose and that staff record information accurately.
- Ensure staff have the relevant training relating to the database to ensure they can undertake their monitoring duties effectively.
- Ensure members are advised in a timely manner of any events organised by Unique Ways, e.g. AGM, training courses, focus groups, information sessions etc. This will involve close liaison with the Service Delivery Practitioners.

### Organisational Expectations:

1	Actively support, promote and contribute to Unique Ways Vision, Mission and wider organisational objectives.
2	Operate at all times in a manner that is in line with the Unique Ways values and principles and be able to demonstrate a commitment to living these values on a daily basis.
3	Responsibility for compiling and delivering an individual work plan with agreed targets and timescales to ensure the key responsibilities and accountabilities of the position are achieved.
4	Operate a flexible approach to work in order to help meet organisational demands, including occasional evening and weekend work.
5	Comply with all policies and procedures of Unique Ways.
6	Attend appropriate meetings and training as required.
7	Complete any other tasks as required, commensurate with the salary level for this position.
8	Work under the direction of the Chief Executive Officer.