



Ribble Valley Gateway Trust Operations Manager

Job Description

Responsible to:	Trustees of the Ribble Valley Gateway Trust
Responsible for:	The Organisation of the Trust, including providing line management of Project Managers and administrative support to the Board of Trustees.
Salary:	£16 per hour
Part-time:	20 hours / week
Location:	St James' Church, Clitheroe
Contract:	Permanent Contract, subject to 3-month probationary period.

This is an exciting opportunity to join the Ribble Valley Gateway Trust in supporting the delivery of four diverse projects with the unified aim of serving our community and helping those in need by virtue of poverty, disability or poor mental health. The Operations Manager will support the individual project managers in their roles, whilst also serving the Trust Board. The post holder will work with Trustees to agree priorities and workload within the available 20 hours per week.

Whilst the Trust currently has four separate projects, an exciting aspect of this role will be to work with churches across the Ribble Valley in identifying new projects that could potentially be supported by this umbrella charity. The current projects are: Ribble Valley Foodbank, which provides food parcels to residents in need in Clitheroe, and also provides a one-stop multiagency hub to directly address issues that may enable individuals and families out of poverty; Art4All, which provides weekly art classes led by a qualified art teacher, for students who are disadvantaged or who have special needs, celebrating their achievements with public exhibitions and market stall sales; Gateway Trust Counselling, which provides a high-quality, affordable counselling services to adults with concerns about their emotional well-being, in a safe and welcoming setting; and LoveClitheroe which runs big ecumenical events within the town.



SPECIFIC RESPONSIBILITIES:

Work with Trust Board

- Administrative responsibilities to the Trust Board, maintaining effective records, taking minutes of Trust Board Meetings.
- Regular reporting to the Board about significant events or issues arising.
- The Post holder will report to the Trust Board, and ultimately the chair of Trustees.
- Maintain database of Trust policies and ensure that all policies are updated as needed.

Work with Project Managers

- Line Management of Project Managers, including monthly review meetings and annual appraisals. This currently applies to the Managers at Foodbank and Gateway Trust Counselling.
- Ongoing support to the Leadership teams within all four projects.
- Be familiar with the running of each of the projects, visiting each one regularly.

Communication

- Communication with other Stakeholders including Church leaders in the Ribble Valley and grant funders.
- Overseeing Trust online communications, including website and social media.
- Publish brief quarterly Trust Newsletter for all Stakeholders.
- Maintain and develop use of Microsoft Sharepoint, and manage Trust email accounts.

Fundraising

- Organise and oversee fundraising events
- Work with external Grant Fundraiser and pursue additional fundraising opportunities.
- Build a knowledge base of funding possibilities in the Ribble Valley.

Record Keeping

- Maintaining records of HR, Safeguarding, Data Protection and Health and Safety.

Finance

- Overseeing day-to-day financial processes in line with the Trust's finance policy, including budget monitoring and authorising expenditure within agreed limits.
- Discuss and approve payments for projects with Project Managers ensuring that set budget is maintained.
- Maintain accurate records of money spent at Board Level, in conjunction with Trust accountants, using Xero accounting system.



Ribble Valley Gateway Trust

Registered Charity: 1167261

PERSON SPECIFICATION:

Essential Skills and Experience:

- Proven experience of Line Management
- Excellent Communication and Interpersonal skills, with the proven ability to prioritise tasks and meet deadlines.
- Strong administrative experience (including budget administration), highly organised, and able to effectively juggle multiple administrative tasks at the same time.
- Experience managing finances for an organisation
- Experience in balancing the expectations of different stakeholders
- Good written and oral communication
- Proficient in use of Microsoft Office applications, including Sharepoint, internet services.
- Ability to work independently and unsupervised

Desirable Skills and Experience

- Familiarity with churches and Christians of different denominations
- Experience of managing a charity
- Experience working in, or alongside, services supporting vulnerable people
- Experience using Xero Accounting Software.
- Experience in fundraising or grant writing
- Knowledge of local services.
- Competent in the use of video calling software such as Zoom/Teams

Personal attributes

- Applicants should be supportive of the Christian Ethos and charitable objectives of Ribble Valley Gateway Trust
- Be committed to the vision, respect the ethos and uphold the values of the Ribble Valley Gateway Trust.
- Passion for social justice and a commitment to alleviating poverty.
- Flexibility in a changing work environment
- Positive and enthusiastic attitude
- Confident in communicating with people from a wide range of socio-economic backgrounds in a friendly, non-judgemental manner, and to convey information and win support.
- Strong work ethic and commitment to excellence.
- Eligible to work in the UK.



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Other Requirements

- Travel around Ribble Valley

Training provided

- Induction training
- IT training
- Training on Xero accounting software
- Other training as required



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