



## Ribble Valley Gateway Trust

### Operations Manager

#### Job Description

<b>Responsible to:</b>	Trustees of the Ribble Valley Gateway Trust
<b>Responsible for:</b>	The Organisation of the Trust, including providing line management of Project Managers and administrative support to the Board of Trustees.
<b>Salary:</b>	£16 / hour
<b>Part-time:</b>	16 hours per week.
<b>Location:</b>	St James' Church, Clitheroe
<b>Contract:</b>	Permanent Contract, subject to a 4 month probationary period.

This is an exciting opportunity to join the Ribble Valley Gateway Trust in supporting the delivery of three diverse projects with the unified aim of 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 Trust currently has 3 separate projects, although 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 the umbrella charity. The first of the three current projects is Ribble Valley Foodbank, which provides food parcels to residents in need in the Ribble Valley from bases in Clitheroe and Longridge, and also provides a one-stop multiagency hub to directly address issues that may enable individuals and families out of poverty. Art4All 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. The third project is 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.

#### SPECIFIC RESPONSIBILITIES:

##### *Work with Trust Board*

- Administrative responsibilities to the Trust Board, maintaining effective records, taking minutes of Trust Board Meetings.
- Managing accounts, signing off expenditures.
- Regular reporting to the Board about significant events or issues arising.
- The postholder will report to the Trust Board, and ultimately the chair of Trustees.
- Maintain record 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.
- Familiarity 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.
- Maintain an active social media presence for the Trust
- Keep Trust website relevant and updated.
- Contribute to quarterly Trust Newsletter

*Fundraising*

- Organise and oversee fundraising events
- Apply for grants on behalf of the projects and then follow through these applications.
- Build a knowledge base of funding possibilities in the Ribble Valley and beyond.

*Record Keeping*

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

*Finance*

- Comply with Ribble Valley Gateway Trust finance policy
- 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.

## 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 of working with vulnerable people and providing support services
- Experience managing finances for an organisation
- Experience in balancing the expectations of different stakeholders
- Familiarity with churches and Christians of different denominations
- Good written and oral communication
- Proficient in use of Microsoft Office applications, internet services.
- Ability to work independently and unsupervised

### *Desirable Skills and Experience*

- Experience of managing a charity
- 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 aware of the Ribble Valley Gateway Trust's Christian foundation and should be strongly supportive of the Christian faith and the charitable objectives of the organization.
- Commitment to the vision, respect for 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 convey information and win support.
- Strong work ethic and commitment to excellence.
- Eligible to work in the UK.

### *Other Requirements*

- Travel around Ribble Valley

### *Training provided*

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