



Operations Manager

Salary: Up to £40k per annum (dependent on experience) plus a 3% pension contribution.

Location: Office based in Bradford with potential for site visits and meetings across the Aire catchment.

Full-time role (although applicants wishing for 0.8FTE would be considered).



Scope and remit

We are looking for an Operations Manager to join our amazing team. At the Aire Rivers Trust we're the only environmental charity dedicated to looking after the Aire and its tributaries. We work to improve our rivers through habitat enhancement, reducing pollution, and improving access and education. We aim to punch above our weight with exciting new projects across the catchment, from the stunning Malham Cove to the hidden Bradford Beck.

Our most important asset is our people: we want to recruit the best. You will join a friendly and committed team of experts passionate about improving the River Aire and the streams that feed it.

About the role

Working with the Trust Manager, you will help create a sensible balance between the achievable and the ideal. You will be the first port of call for the Trust's talented and dedicated staff, supporting them in managing budgets and ensuring they clearly understand what they need to achieve.

You will be responsible for planning, progressing and auditing the trust's work programme, drawing together the skills of others, and balancing the Trust's varied workload.

What you bring to the Trust

We seek an organised, thorough, calm individual who has the ability to keep abreast of all work streams and keep tasks and budgets on track. The strong financial and leadership skills you bring will support our environmental experts in making a difference in the environmental quality, flood risk, and quality of life along our river.

We're looking for:

- Demonstrable track record of managing a multi-disciplinary, high-performing team.
- Strong financial management skills and the ability to manage multiple budgets to achieve maximum value.
- Ability to communicate effectively with integrity, tact and diplomacy.
- Experience of a collaborative approach to working and building trust throughout the team.
- Strong track record of problem-solving between conflicting priorities.

Experience working for a small charity is desirable. As is some interest and experience in the environmental sector.

Travel across the Aire Catchment in Bradford, Craven and Leeds for events, meetings, and remote site visits may be required to support project delivery in this role, so a clean driving license and access to your own vehicle is essential. The role may require working outdoors, often in locations with difficult access and sometimes in poor weather conditions.

More information on the Aire Rivers Trust team and work is available on our website. <https://www.aireriverstrust.org.uk>

Please contact the Aire River Trust's Trust Manager, Simon Watts, on 07578 708025 or simon.watts@aireriverstrust.org.uk for further information and /or an informal discussion about the role and your needs.


Applications

To apply, please submit a CV and cover letter to Simon Watts demonstrating how you can fulfil the person specification below.

The Aire Rivers Trust works across a large, diverse catchment. We are committed to being an inclusive organisation. Should you need support with your application, please get in touch with us.

We ask all applicants to please complete a copy of our equality and diversity survey at <https://aireriverstrust.org.uk/equal-ops/>

Applicants must have the right to work in the UK and will be asked to demonstrate this at the interview.



The application deadline is midday Monday, 19 February, with interviews scheduled for the week commencing 4 March.


Interviews will be in person at the Aire Rivers Trust offices; they will last approximately 1 hour and include a problem-solving exercise, with a brief Q&A on the operational management. There will also be an opportunity to ask questions of the Trust.

Person specification

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED

- Educated to degree level qualification or equivalent.
- Proven track record of successfully managing and leading teams.
- Highly computer literate.
- Project management, report writing and budget management experience, experience with restricted grants.
- Strong financial management skills and experience in managing multiple budgets.
- Awareness of financial management in the charitable sector.
- Previous experience of working for a small charity is desirable as is some interest and experience in the environmental sector.
- Full UK Driving Licence and use of a vehicle.

KEY PERSONAL CHARACTERISTICS

- Ability to deal with ambiguity, use judgement in challenging circumstances, think laterally and be creative.
 - Ability to work to deadlines and prioritise a diverse workload effectively under pressure.
 - Positive team player - goes the extra mile, experience of collaborative working with the ability to initiate, develop and sustain positive and productive working relationships with a wide range of people.
 - The ability to self-motivate and prioritise within a complex workload.
 - Enthusiasm for working with stakeholders and partners.
 - Strong leadership skills, working alongside others with positivity and respect.
 - Exhibits self-belief and confidence.
 - Ability to make complex decisions in a timely manner.
 - Exhibits a sense of ethical and operational responsibility.
 - Excellent delegation skills.
- 

Outline job description for the Operations Manager

Reports to: Trust Manager


Location: Officed base in Bradford, with working remotely encouraged. Frequent travel for site visits and meetings across West and North Yorkshire.

JOB PURPOSE

1. Working with the Trust Manager, you will help create a sensible balance between the achievable and the ideal. You will be the first port of call for the Trust's talented and dedicated staff, supporting them in managing budgets and ensuring they clearly understand what they need to achieve.
2. You will be responsible for planning and progressing the trust's work programme, drawing together the skills of others, and balancing the Trust's varied workload.

KEY ROLES

Operations

1. Work with the Trust Manager to implement the Trust's strategy for improving the Aire and its tributaries.
 2. Proactively develop and build relationships with organisations and individuals outside the Trust who are essential for furthering our aims.
 3. General management of the Trust – ensuring that staff, contractors, systems and processes are in place for the effective running of the organisation and its work programmes by its current aims, charity law and any relevant best practice guidance.
 4. Implement a range of approved habitat, water quality, education and access improvement work programmes across the Aire catchment together with funding sources.
 5. Plan, manage and audit project budgets.
 6. Together with the Trust Manager, draft an annual budget for consideration by the Board and, once approved, ensure the Trust is managed according to it.
 7. Work with Project Officers and the Trust Manager to resolve project budget issues and return them to track.
 8. Support project officers in planning and effectively delivering their projects by identifying key targets and actions.
 9. Assist in reporting the Aire Rivers Trust activities to the Board regularly and to ensure that any issues of consequence are brought to the Trust Manager's attention.
 10. Together with the Trust Manager, identify, record, and manage the operational and project risks facing the Trust.
- 

Management and leadership

1. Manage and inspire The Aire Rivers Trust team to deliver ambitious, high-quality work and fulfil their professional potential and development.
 2. In conjunction with the Trust Manager, lead the development of a culture within the trust that delivers clarity of roles within the staff team whilst encouraging flexibility.
 3. In conjunction with the Trust Manager and Staff team, to identify staff training or strategic development needs and bring these to the attention of the Trust Manager.
 4. Ensure compliance to all group systems, guidelines & policies.
 5. Ensure compliance with employment law and carefully and consistently consider risk and risk mitigation.
 6. Take reasonable care for the Health, Safety and Welfare of all employees in accordance with legislation and the company's Health and Safety policies.
 7. In addition to the elements in this job description, this role also includes such other duties as the Trustees may reasonably require from time to time.
- 