

About Be Free Campaign:

Be Free Campaign is a dynamic mental health charity dedicated to preventing and intervening early in young people's mental health issues. We deliver impactful mental health programmes to schools, community centres, and organisations, reaching and supporting as many young individuals as possible. We are run by young people, for young people.

Position Overview:

Be Free Campaign seeks a dedicated and experienced Operations Manager to play a crucial role in managing and expanding our outreach programmes specifically focused on young people's mental health. You will be responsible for overseeing the day-to-day running of these programmes, including delivery, volunteer recruitment, administrative tasks, contributing to fundraising efforts, and providing leadership and management.

We are looking for a versatile individual who:

- Thrives in a fast-paced, dynamic environment with diverse responsibilities.
- Possesses excellent communication, interpersonal, and organisational skills.
- Demonstrates a strong understanding of young people's mental health needs and challenges.
- Is a creative thinker with a passion for mental health advocacy and social impact.
- Can work independently and collaboratively as part of a team.
- Is committed to the mission and values of Be Free Campaign.

Key Responsibilities:

Leadership and Management:

- Provide operational leadership, manage performance, maintain service quality, monitor operations, and develop staff.
- Represent the Be Free Campaign at a senior level with external partners.
- Support and assist in the delivery of the strategic direction for the organisation.
- Help ensure the sustainability and viability of current and future operations.
- Work as part of the Senior Leadership Team to develop, grow, and sustain the Be

Free Campaign.

Programme Management:

- Support the development and implementation of our young people's mental health programmes.
- Assist with research and evaluation of existing programmes, identifying opportunities for expansion and improvement.
- Contribute to the development of new and innovative initiatives specifically targeting young people's mental health needs.
- Ensure high-quality and impactful delivery of the Be Free Campaign's young people's mental health programme.
- Achieve set targets for programme delivery.

Volunteer Management:

- Develop and implement volunteer recruitment strategies focused on attracting individuals passionate about young people's mental health.
- Facilitate volunteer training and onboarding specific to our young people's programmes.
- Coordinate volunteer activities and ensure their effective integration into our programmes.

Communications and Marketing:

- Develop engaging content for various channels (social media, website, newsletters) specifically targeting young people and raising awareness about mental health.
- Assist with the creation of marketing materials and campaigns focused on young people's mental health.
- Support public awareness initiatives related to young people's mental health.

Fundraising:

- Assist with the development and implementation of fundraising strategies to secure financial resources for the young people's mental health programmes.
- Identify and cultivate relationships with potential donors and grant-making bodies.
- Prepare grant proposals and reports.

- Assist with fundraising events and initiatives.

Impact Reporting:

- Compile and analyse data to create detailed impact reports for each young people's mental health programme delivered.
- Ensure accurate documentation and collection of evaluations and feedback from young participants.

Administrative Tasks:

- Undertake administrative duties necessary for the smooth operation of the young people's mental health programmes.
- Maintain accurate records, including programme schedules, volunteer details, and partnership information.

Qualifications and Skills:

- Bachelor's degree in a relevant field (e.g., psychology, social work, youth work) or equivalent work experience.
- Previous experience in programme management, preferably in a youth mental health or charity setting.
- Strong organisational and administrative skills.
- Excellent communication and interpersonal abilities.
- Demonstrated experience in volunteer management.
- Ability to work independently and collaboratively as part of a team.
- Passion for young people's mental health and a commitment to making a positive impact.