

**OPERATIONS DIRECTOR
SHARE AND REPAIR**



Share and Repair has had a really positive few years and now has an ambitious strategy to expand our reach and develop the services we offer. To deliver this growth, we are seeking a passionate, ambitious and experienced person to join us in a new role as full-time Operations Director. It is essential to have a Director who can take a strategic view, is a self starter, flexible and is happy to be 'hands on' when needed.

Salary : £32,000 - 37,500 per annum depending on experience.

Contract: Fixed term 12 months. This is a new role.

Working hours: Full-time position, 37.5 hours per week. This includes some evenings and weekends.

Location: Based in our Shop in central Bath and remote working. There will be some local travel in support of our Workshops and Repair Cafes and other objectives.

Reporting to: Chair and Board of Trustees

Recruitment timeline: Applications close on Thursday 20th January 5pm. Interviews will be scheduled during w/c 24 January.

About Share and Repair:

Share and Repair is a small but dynamic Charity Incorporated Organisation (CIO) which aims to change mindsets and behaviour through the promotion of sharing and repairing to reduce carbon emissions and build cohesive communities. We currently run four main activities: Repair Cafes ('Mend it, don't end it'); a Library of Things ('Borrow don't buy'); HOW TO Workshops to empower individuals ('Do more yourself') and HomeKit. All activities have a positive environmental impact and we are passionate about reducing spending, and landfill. We aim to provide services for all age groups and local communities. We have a small number of part-time paid staff and a large group of enthusiastic volunteers.

We started in 2017 with Repair Cafes as a Community Organisation. We recently opened The Share and Repair Shop in central Bath, its main purpose being home for our Library of Things but we also run regular repair sessions there and provide information on all our services. The HOW TO Workshops (HTW), currently include HOW TO use a sewing machine, HOW TO use power and hand tools and HOW TO maintain a bike and often run

alongside one of our Repair Cafés. HomeKit supports new households with 'starter' small electrical household equipment. These events and activities build skills and help to generate cohesive communities, as well as the reduction of manufacturing, waste to landfill, and spending.

This is an exciting opportunity for someone to use their skills and experience to make a difference locally and nationally to the community.

Job Description – Operations Director

This is a new role and big step for the organisation. The primary responsibility of the Operations Director will be to ensure that the systems, HR policies, processes and support are in place and implemented to deliver, maintain and build sustainable organisational growth.

You will be responsible for the following areas:

- Implementation of our 3 year Strategy including detailed annual planning
- Shaping, implementing and strengthening the charity's policies, processes, management and infrastructure to support its continued growth and impact
- Finance – management and accounts, and budget generation
- Fundraising and other income generating activities
- Overseeing the operation of our Library of Things, Repair Cafes and other projects
- People management and development, including resource planning
- Premises and facilities management
- Marketing and communications - internally and externally
- Project oversight and development

You will lead or be responsible for delivering the following activities,

Operations

Lead the management and growth of our activities including the Library of Things, Repair Cafes, Home Kit and HOW TO Workshops and other projects in line with our vision and strategy.

Finance

Effective budget planning and control covering all income and expenditure.

Human Resource Management

The management and effective deployment of two part-time General Managers, 150+ volunteers, other freelance staff and interns.

Implement HR processes covering performance management and appraisal.

Forward resource planning in line with our strategy

Marketing, Social Media, Public Relations and Communications

Oversee the promotion of our activities across all media channels

Lead the social media & publicity team.

Ensure that internal communication, particularly to our volunteers is regular, relevant and effective to develop their engagement

Ensure that the charity's work and its Vision are consistently presented in strong, positive images to all relevant stakeholders, including potential funders.

Fundraising

Alongside the Trustees and volunteers to lead the fundraising to deliver our three year strategy by:

- identifying funding sources,
- establishing strategies to approach funders,
- submitting proposals and administering fundraising records and documentation.

Work alongside volunteers and staff to create effective project proposals and budgets

Advocacy, Partnership & Business Development

Develop support for Share and Repair along with progressing and maintaining senior level contacts; develop partnerships with supporters and donors.

Represent the charity in a networking capacity, seeking out and investing in beneficial partnerships with other environmental organisations - charities, local authorities and schools.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		<ul style="list-style-type: none">• Post graduate degree
Skills & Abilities	<ul style="list-style-type: none">• Inspirational management and motivational skills at all levels• Experience in developing policies and processes• A self-starter who is highly organised and personally effective• Excellent verbal and written communication skills• Ability to persuade and influence, both face to face and in writing• Experience of optimising IT infrastructure• Mentoring and coaching skills• Able to travel around the area to meet our objectives.	

<p>Personal Qualities</p>	<ul style="list-style-type: none"> ● Active and committed individual who cares passionately about the environment ● Ability and enthusiasm to pursue the Vision, Mission and Objectives of Share and Repair and embody our Values. ● Inclusive and flexible, with a consultative approach to leadership. ● Positive proactive and dynamic ● Ability to cope with complex and demanding workload ● Ability to multitask ● Committed to excellence with a drive for continual improvement. ● Flexibility and willingness to work weekends and evenings when necessary 	
<p>Knowledge & Experience</p>	<ul style="list-style-type: none"> ● Proven record of achievement in a senior position in a not-for-profit or business organisation. ● Experience of managing, motivating and equipping staff and volunteers to deliver successfully ● Experience of putting in place appropriate processes and procedures to support growth or business change. ● Financial management, including budgeting and delivery of income targets ● Business monitoring and reporting against objectives 	<ul style="list-style-type: none"> ● Experience of marketing ● Experience of business development ● Experience of fundraising. ● Experience of project management across a range of project areas and the full project lifecycle. ● Knowledge of legislation relevant to employment and management eg: Equality Act, Health and Safety at Work, General Data Protection Regulation ● Knowledge of our local area

	<p>and targets</p>	
<p>Relationships</p>	<ul style="list-style-type: none"> • Able to quickly build and maintain effective and mutually supportive relationships with our volunteers and staff • Ability to develop collaborative working relationships with customers, funders and trustees • Ability to secure and maintain effective working partnerships with a wide range of organisations such as partner charities, funding organisations, and local authorities. 	<ul style="list-style-type: none"> • Experience of effective partnership working and development