



*From the community
For the community*

Rousay, Egilsay and Wyre Development Trust is a charitable company Limited by guarantee. Co. Reg. No: SC318527 Charity Reg. No: SC040407
Registered Office: The Manse, Rousay, Orkney, KW17 2PR.
Telephone: 01856 821229. E-mail: info@rewdt.org

CONFIDENTIAL APPLICATION FOR EMPLOYMENT Operations Manager

Job Title: Operations Manager

Reporting to: REWDT Board of Directors

Tenure: 2-year fixed term contract, 37.5 hours per week

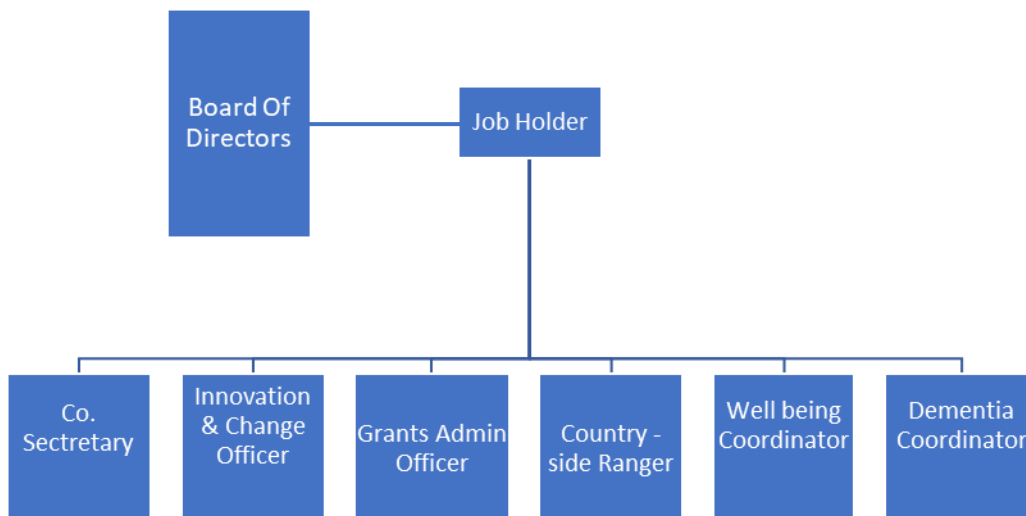
Location: Rousay, Orkney

Salary: Attractive, negotiable salary

Job Description

We are seeking an individual who can lead our passion for putting community at the heart of what we do, funding and supporting projects that best serve our community. You will be responsible for the overall operational leadership and management of REWDT's activities, processes and procedures.

REWDT Organisation



You would be leading an organisation with a typical annual turnover of approximately £300,000, handling current key project budgets of over £450,000, utilising both REWDT funds and external funds. These projects currently include Kingarly Hill Pathway Project, Rural Housing Project, and the Rousay Pier Project.



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Main purpose of the role:

Support the Board of Directors in convening and managing activity across REWDT.

Actively oversee REWDT day-to-day operations.

Ensure effective internal and external stakeholder communication, ensuring interactive communication events with our community at least once a quarter.

Lead and develop staff team.

Identify, define, and secure funding for new project proposals and opportunities.

Manage and deliver approved projects within agreed timescales and budgets.

Manage current annual objectives and associated key results delivery to the agreed timescales, including agreeing, delivering and reporting REWDT key measures of performance.

Oversee Business Performance development, to ensure REWDT stay up to date with current best practice for the business associated with our Charitable Trust and oversee compliance with all the Trust's policies, rules and procedures.

As part of the management role:

Drive REWDT mission, vision, values and objectives, ensuring we deliver and achieve the current business plan.

Ensure REWDT activity is engagement-led and community-focussed.

Report and present to Stakeholders, including funders, trustees, members, community members.

Compile, support and present project and funding proposals and business cases for REWDT to relevant bodies, trustees, members.

Actively represent REWDT within the community and further afield, ensuring that effective relationships are established and maintained.

Operational Management:

Develop systems that manage risk, change, performance management, evaluation, and management systems.

Ensure alignment between REWDT projects and REWDT Objectives.

Manage the strategic direction and business planning of the organisation, including Board meetings and internal staff meetings and ensure they are relevant and meeting the needs of attendees.

Responsible for human resources policies and processes, including recruitment, training and development and flexible working policies.

Responsible for Health & Safety.

Communication and Engagement:

Lead and ensure consistent, effective communication with community members, Trust members, Directors, staff, funders, and other partners.

Contribute to high quality communication and marketing of all REWDT activities, demonstrating good verbal, written and digital skills.

Leadership, Management, and people development:

Performance management of projects and people.

Provide an engaging, focussed, supportive style of leadership and management to enable effective delivery.
Excellent organisational, planning & time management skills.
Logical thinking and able to demonstrate problem solving abilities.
An ability to work independently while also being able to work well with others and influence effectively.

Person Specification, Skills and Experience

Essential

Educated to degree level in a relevant subject or demonstrable equivalent work experience.
Excellent proven communication and engagement skills, including face-to-face and presentational.
Proven project and operational appraisal, planning, management and delivery skills.
Effective and supportive people leadership, management and engagement skills.
Experience of working with funders and successfully secured funding.
Experience of effective establishment and development of systems and processes.
Experience of managing budgets for projects and services.
Effective Performance management skills.
Risk Management.
Effective report writing skills.
Conflict resolution, negotiation and influencing skills, written and verbal form.
Strong digital skills.

The post will require flexible working to meet the demands of the business, including the possibility of some evening/weekend work.

An ability to enthuse, motivate and inspire others to contribute effectively to the regeneration of our community.

Desirable:

Postgraduate/professional qualification in a relevant discipline.
Modern Leadership Training.
Understanding of socio-economic and environmental issues and ways to address them.
Good understanding of small communities, preferably with experience of living or working in a small remote community.
Facilities Management.

Please return this application to us, along with a full CV, to info@rewdt.org or The Manse, Rousay, Orkney, KW17 2PR.

If you would like to discuss the role in further detail, please contact info@rewdt.org .

The initial interview will be via Zoom with a subsequent face-to-face interview with the shortlisted candidates. REWDT will look to subsidise reasonable travel costs for the face-to-face interview.

Closing date for applications is Wednesday 31st August 2022

DATA PROTECTION - the information you have supplied will be used for the purpose for which you have provided it i.e. recruitment and selection and any relevant procedures following from this. This data will be maintained in accordance with the Data Protection Policy and will not be passed on or sold to any other organisation without your prior approval unless this is a legal requirement.

SECTION A - PERSONAL DETAILS			
Surname:		Forename(s):	
		Title:	
Address:	Home Tel. No:		
	Work Tel No:		
	Email Address:		
	Eligible to live and work in UK:		Yes / No (Please delete as appropriate)
EDUCATION/QUALIFICATIONS			
Dates Attended Secondary School		Qualifications Obtained	Grade
From	To	HIGHERS:	
Dates Attended College/ University		Name of College/University	Qualification Obtained
From	To		

SECTION A – PERSONAL DETAILS (continued)

Do you hold a current valid UK driving licence? Yes/No

MEMBERSHIP OF PROFESSIONAL BODIES

Professional Body	Category of Membership	Date of Admission

SECTION B - EMPLOYMENT DETAILS

CURRENT EMPLOYMENT

Current Post Title:	
Date of Commencement in Post:	
Current Salary:	
Employer's Name and Address:	
Period of Notice Required:	

Please give outline of your current duties:

SECTION B - EMPLOYMENT DETAILS (continued)

PREVIOUS EMPLOYMENT - Please list in date order with the most recent first

Post Title	Employer's Name and Address	Dates		Outline of Duties and Reasons for Leaving
		From	To	

OUT OF WORK INTERESTS (e.g. hobbies, voluntary activities)

SECTION C - REASONS FOR APPLICATION

Please give your reasons for applying for this post and details of any additional information about your skills and experience in support of your application. (Please continue on a separate sheet if you so wish)

REFERENCES - Please give details of two referees. Your referees should be qualified to comment on your ability and experience for this appointment, and at least one of your referees should be your current or most recent employer. We will not accept references from family members. Referees will not be approached prior to a conditional offer being accepted.

Referee 1		Referee 2	
Name:		Name:	
Address:		Address:	
Tel No:		Tel No:	
Job Title:		Job Title:	
Email address:		Email address:	

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a 'rehabilitation period'. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are 'spent' under the provision of the Act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview, you will be required to complete a Criminal Convictions Declaration Form that will only be reviewed if an offer of employment is being made.

Please let us know where you saw this post advertised?

I declare the information given on this form to be correct and understand that any false statement may disqualify me from appointment or may render me liable to dismissal.

Signature:

Date:

PLEASE RETURN THIS FORM TO:

Helen Castle
Company Secretary
REW Development Trust
The Manse, Rousay, Orkney, KW17 2PR

Email – info@rewdt.org
Direct dial - 01856 821229