



# Operations Manager

Rousay, Egilsay and Wyre Development Trust

Based at The Manse, Rousay. We are currently working a hybrid model of office and home working.

Attractive, negotiable salary.

Full Time, 2-year fixed term contract.

## 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.

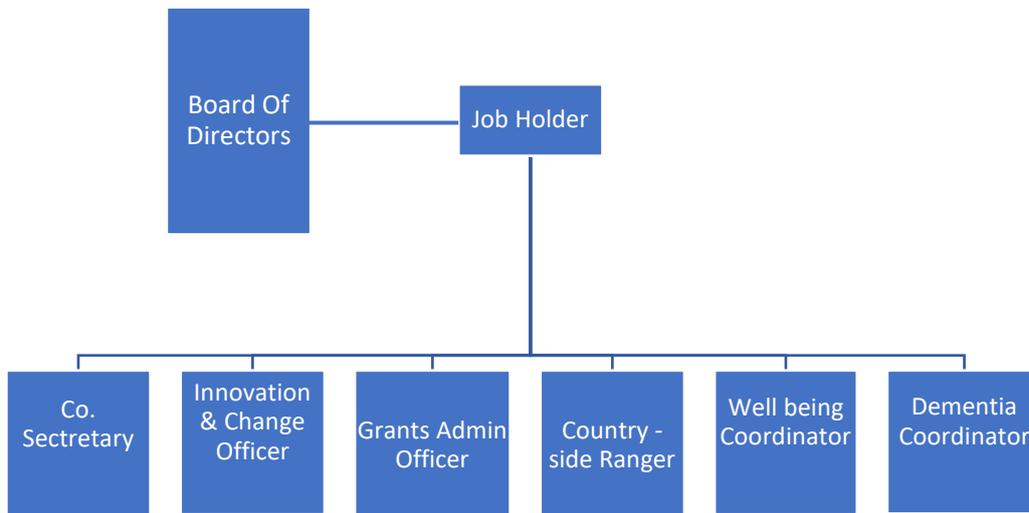
**Reporting to:** Board of Directors, Rousay, Egilsay and Wyre Development Trust

**Salary:** Attractive, negotiable salary

**Hours:** Full time: 37.5 hours per week

**Contract:** 2-year fixed term

## 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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For the community*

### **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.

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.

Effective and accountable governance for REWDT.

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.



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### **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.

Influencing skills, written and verbal form.

Conflict resolution and negotiation skills.

Strong digital skills.

Problem solving.

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.



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**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.