

## **Job Description - Operations Manager**

### **Job Details**

**Salary** - £12,513.60

**Hours** - 16 hours per week, Monday – Saturday 8:45 – 16:35

**Duration**: 3 years, grant funded, Fixed Term

**Start date**- 26<sup>th</sup> September 2022

**Holiday entitlement** - 28 days for full time staff plus public holidays and one extra day, to be allocated over the Christmas period. Part-time staff will be granted an appropriate pro-rata entitlement

### **Interview timeline -**

30/7/22 - Closing Date for Applications

5/8/22 - Shortlist for selection process

W/C 22/8/22 - meet and greet visit, interviews and presentation

W/C 31/8/22 - appoint successful candidate

### **About Rainbow Garden**

We are a community garden organisation, assisting the local and vulnerable individuals and their respective relatives, dependents and/or carers in North Hull. A registered charity (reg. charity no. 119332), we offer the opportunities for people of all ages to grow salads, herbs, and vegetables. Our clients and volunteers also help with the general maintenance of our wildlife areas. We encourage all to contribute to this project; as well as gardening we hold various creative and crafting activities within the garden for children and their families, often in collaboration with other local groups such as We Made This (Hull).

Our organisation has experience of facilitating engagement in activities and communication, for adults with learning difficulties, people suffering from physical and mental health disorders, families, children, women, and people with mental and physical disabilities. Carers and relatives also find respite in the garden as a relaxing space with a supportive community. Using the community garden as a focal point, the charity is developing an interrelated range of food growing and education projects that seek to engage people of all ages and backgrounds.

### **Job Description**

This is a crucial time at the Rainbow Gardens, in recent years we have seen an increase in demand for our services. We have secured more funding and have expanded our space. We are seeking to appoint an operations manager to assist our team in monitoring our activities and the strategic development of the organisation.

You will report directly to the board and will work alongside the senior gardener who is responsible for managing the programme, community engagement, and maintaining the gardens.

You will work from home and will be expected to attend weekly meetings, activities and events, at the gardens, when required.

We are a small team and we work closely together to ensure that all of our staff and service users are able to contribute to the engagement programme. We pride ourselves on our teamwork and listening to our community's needs.

### **Dignity at work**

To treat all Garden users and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality.

## Equal Opportunities

We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

## Key Responsibilities

- Oversee the implementation and development of the community garden and learning programme to ensure that it delivers on it's objectives
- Maintain the garden's existing infrastructure, looking at and developing opportunities for further growth eg (considering new groups and ways of engaging, events, sponsorship and fundraising.
- Develop community engagement by promoting and championing the community garden through marketing and community outreach activities (in person and online), reaching out to new members such as those from more ethnically diverse backgrounds.
- Identifying, Writing and submitting funding proposals
- Overseeing project budgets
- You will work with the Senior Gardener monitoring activities and reporting to funders
- Responsibility for policies and procedures, including identifying and rectifying any gaps, and reviewing existing policies.
- Submit award applications and assist in maintaining standards for the Green Flag Award, Hull and Yorkshire in Bloom
- Be responsible for writing our quarterly newsletter
- Undertake any other reasonable duties to support the development of the project
- Work in collaboration with the charity's wider projects and in accordance with its ethos and values
- Secure training opportunities for staff and volunteers

The above key responsibilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder should be flexible to ensure the operational needs of the Garden are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.

## Person Specification

	Essential	Desirable
<b>Education</b> There are no formal education requirements for this role but must be competent in English and maths	N/A	N/A
<b>Experience</b>		
<b>Funding bids</b> Experience in writing funding applications.	X	
<b>Monitoring and evaluation</b>	X	
<b>Overseeing project budgets</b>	X	

<b>Knowledge</b>		
<b>Understanding of charity work</b>		<b>X</b>
<b>Community and Voluntary work</b>		<b>X</b>
<b>Monitoring and evaluation</b>	<b>X</b>	
No formal training is required		<b>X</b>
<b>Skills</b>		
<b>IT – Demonstrate ability to use outlook, spreadsheets, word, databases and powerpoint</b>	<b>X</b>	
<b>Other</b>		
<b>DBS for children and vulnerable adults</b>	<b>X</b>	

