November 2022

Dear applicant,

**Finance and Operations Manager**

Thank you for your interest in this role with Active Humber.

In response to your enquiry about the above vacancy, I am pleased to provide the following information:

* Job description and person specification
* Application form
* Information on the application process
* Details of our hybrid working arrangements

Our vision for the Humber is that it is a place where everyone, every day is physically active, for themselves, their community and the planet.

As the Active Partnership for the Humber region, our purpose is to help people of all ages and backgrounds to improve their health and wellbeing by taking part in physical activity and sport.

We are a team of 10 and this is a key role for us. As the postholder you will have management responsibility for Active Humber’s business functions, including finance, governance and business support. These are crucial to ensure effective and efficient day to day running of our organisation.

If you would like an informal discussion about the role, please contact me via the recruitment email address below.

I would encourage you to visit our website, which provides a range of information about our organisation, including our vision, values, and purpose.

Finally, I look forward to receiving your application. Please do not hesitate to contact me if you have any questions.

Yours faithfully

**David Gent**

Chief Executive Officer

recrutiment@activehumber.co.uk

**The role**

Post title: Finance and Operations Manager

Reporting to: Chief Executive Officer

Responsible for: Project Support Officer,

Salary: £33,000 per annum

Hours: 37 hours per week

Location: Hybrid working; 1 day per week at Aura Innovation Centre, Hessle/Home working

**Hybrid working**

Active Humber have adopted a hybrid working model. All of the team work predominately from home. You are required to visit our workspace at the Aura Innovation Centre at least once a week, as we hold our team meeting each Monday.

We will provide the necessary equipment for you to work from home and will discuss what you might require once you have been appointed.

We also recognise that working from home may not suit you, therefore we are able to provide a workspace at the Aura Innovation Centre, if this is your preferred working model.

**Active Humber professional support and partners**

We are a small team, and we recognise that we sometimes require more specialised support for complex matters. To support this role we have arrangements in place with an HR consultant, accountants as well as the Active Partnerships Network.

You will have a three month probationary period. This is an opportunity to familiarise yourself with the organisation and for us to discuss any support or training needs you may have.

Our aim is to support your professional development throughout your career with us and we expect that you will be willing to develop your knowledge and skills in all areas of the role.

**How to apply**

Please complete an Active Humber application form. We will select candidates to interview using the information provided on the application form. Therefore it is important that you demonstrate how you meet the requirements detailed on the person specification.

The closing date for the post is **Monday 21st November 2022 (5pm)**

We intend to shortlist by Thursday 24th November, and interviews will be held on **Thursday 1st December 2022** at the Aura Innovation Centre, Hessle.

Please return your completed application form to: recruitment@activehumber.co.uk

Active Humber is an equal opportunities employer.