

Job application pack

**Operations Manager**

Salary: £30,000 - £32,000

Based: Wakefield, with travel across Yorkshire and the Humber

Full time: 37 hours

Message from the Chair of the Board

Thank you for your interest in this post. On the following pages you will find all the information you need about the role, the selection process and how you can apply.

This is an exciting time for Disability Sport Yorkshire (DSY), as we look to recruit a new Operations Manager. Our current CEO is due to retire, and we are looking for an enthusiastic individual, ready to take on the challenge of building on our past successes.

DSY is a small team, and as the most senior leader you will provide the organisation with strategic leadership and operational management. The role is varied and will draw on a range of your proven skills. You will build our existing partnerships and lead on developing new relationships and exploring new opportunities, always with the aim of inspiring and engaging disabled people to take part in physical activity and sport.

We are looking for someone who is talented and experienced leader, who has a proven ability to manage projects, including the finance and regulatory aspects of project management. You will need to be motivated, organised and be able to adapt to a range of situations. Flexibility is important in this role, both in terms of attitude and the requirement to travel across the region and work some evenings or weekends. Out of pocket travel expenses will of course, be met.

On an operational level we have developed our fully accessible Active Recreational Centre (ARC) at Denhale. This is key to income generation and as the Regional Manager you will be responsible for ensuring that it is marketed successfully and is maintained to a high standard for all users. You will be responsible for maintaining accurate records and ensuring our contracts represent value for money.

As Manager, the finances will be your responsibility, and you will be expected to maintain and manage budgets and company accounts. Support will be provided in this regard, but good numeracy skills and knowledge of accounting systems is required.

Underpinning your skills, experience and qualities will be your commitment and understanding of equality of opportunity in sport and recreation.

In return the Board will offer support and advice. You can be secure in the knowledge that my trustee colleagues are proactive and supportive, and we can offer you a range of our professional skills to support you in your role. Where there are skills gaps we will support you to source external support, or professional development. In return, you can also expect to join our pension scheme and 25 days holiday plus Bank Holidays.

I look forward to receiving your application. If you have any further questions, or if you require any assistance accessing any documents or applying for the role please contact me on 07753980762.

Judith Russell

Judith Russell
**Chairperson**

About us

We have been working across Yorkshire for 27 years. Over the years, talented staff, passionate and professional trustees and an army of volunteers have made Yorkshire one of the most successful regions in England for disability sport.

Together with local and regional partners we undertake a broad range of development activities, training programmes, sporting opportunities in order to engage disabled people of all ages in physical activities and sport.

Our work is focussed on making Yorkshire the best place for disabled people to:

* Take part in physical activity, leading to healthier lives
* Have access to facilities and activities in their local area
* Play sport on a regular basis

With over a million disabled people in Yorkshire of whom only 18% are physically active compared with around 40% of non-disabled people, there is still much to be done. The need for our services has never been greater.

Find out more at <https://disabilitysportyorkshire.org/more-about-disability-sport-yorkshire/>

How to apply

In order to apply you should submit:

* An up-to-date CV which shows your full career history and achievements in each role. – we recommend that this is no longer than three pages;
* A short introductory statement demonstrating your motivation for this role.
* A supporting statement, detailing how you are a good candidate for this post and how you fulfil the role. Please read the person specification carefully and highlight how, from your current and previous roles and experience, you meet the essential criteria – we recommend that this is no longer than three pages;
* Details of two referees, one of whom should be your current or most recent employer. Please indicate whether you would be happy for us to contact them as part of the process. Referees will not be contacted without your prior consent;
* The equal opportunities monitoring form.

**Applications must be received by 10am on Tuesday 21 January 2020.**

You should submit your application to juderussell485@gmail.com

**Job description**

Please read the attached job description document which gives details of the role, the responsibilities of the post and lists the skills, knowledge and experience required.

**Skills, knowledge and experience**

We are looking for you to provide evidence of your skills, knowledge and experience that are relevant to the role. We will use this evidence in our shortlisting process, so it is important that you demonstrate clearly how you meet each requirement. No assumptions will be made about your achievements and abilities.

Please choose examples of your experience that clearly demonstrate what we are looking for, and give a succinct account of what you did, how you did it and the outcome or result of your actions.

Please provide recent work examples wherever possible. However, relevant examples from other aspects of your life, for example, voluntary or unpaid work, academic experiences, family or home responsibilities, can also be given.

**Diversity monitoring**

To help us ensure we are adhering to our diversity policy we ask that you complete the equal opportunities monitoring form. Please download and complete the equality monitoring form, saving it and following the instructions on the form for returning it.

Completion of the equalities section is not mandatory but is requested for monitoring purposes, in line with our commitment to equality and diversity. This information is given in confidence for monitoring purposes only. However, if you would prefer not to answer any of the questions we ask, please leave them blank.

**Shortlisting**

We will invite shortlisted candidates for interview. We regret that we will not be able to notify unsuccessful applicants of the outcome of the shortlisting.

**Interviews**

Interviews will take place week commencing 27 January

**Entitlement to work in the UK**

A job offer will be subject to confirmation that you are permitted to work in the UK. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made.

**References**

All job offers are subject to the receipt of two satisfactory references. One should be from your current or most recent employer. The other should be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the role.