

**Disability Sport Yorkshire**

**JOB DESCRIPTION**

**Job title:** Operations Manager

**Responsible to:** Chair of the Board

**Responsible for:** Three community development officers and one sessional worker

**Key areas of responsibility:**

* To provide strategic and operational leadership of Disability Sport Yorkshire, in line with the vision, mission and strategic aims.
* To advocate for, and on behalf of Disability Sport Yorkshire and inclusive sport.
* To develop partnerships to promote, and deliver, inclusive sport opportunities across Yorkshire.

**Core responsibility areas:**

Strategy and planning

* Develop, with the Board of Trustees, a strategic business plan to achieve the vision and mission of DSY.
* Work with stakeholders, partners, staff and trustees to collate all contributions to the development and delivery of the three year DSY strategy.
* Develop, communicate and implement the DSY strategy into operational plans, by working with staff, partners, trustees and other stakeholders.
* Work with regional partners to develop and deliver the framework for disability sport in Yorkshire.
* Ensure that DSY keeps abreast of regional and national developments in inclusive sport.
* Monitor and evaluate progress and provide periodic reports to the Board of Trustees.

Development and partnerships

* Promote active involvement of disabled people in all aspects of the organisations’ activities.
* Identify the role of the organisation in contributing to the development of regional projects.
* Support the work of the development officers in the identification and development of opportunities in sport and active recreation for disabled people.
* Work cooperatively with appropriate agencies to develop joint initiatives in the promotion of inclusive sport.
* To ensure the development of DSY as a sustainable charity, adding value and demonstrating impact.
* To represent the organisation, as required, at key events.

Leadership and management

* Undertake all activities associated with managing a staff team including recruitment, training, work planning, team meetings etc.
* Hold the team responsible and accountable for carrying out all aspects of business and operational plans.
* Undertake regular supervision of staff members, reviewing progress against work programmes to ensure adherence with strategic priorities and supporting appropriate CPD activities.
* Lead on continuous improvement of the team and organisation, through strong management and excellent leadership.
* Ensure that all employment (HR) matters are brought to the Board’s attention, as appropriate.
* Role model the organisation’s values and aims and demonstrate a commitment to equality and the positive value of diversity.

Fundraising and advocacy

* Develop and implement a diversified plan for fundraising including contract work, donations, projects, sponsorship, etc.
* Develop and submit funding bids to foundations, trusts, government, other public sector organisations, or other potential funders.
* Ensure all the required project evaluation and accounts information is made available to funders to the required deadlines.
* Report progress against the fundraising strategy to the Board at agreed intervals.

Finance

* Ensure up-to-date financial policies, procedures and controls for legal compliance.
* Maintain up-to-date accounts using the appropriate accounting system and ensure DSY is compliant on invoicing, payments, banking and bank reconciliation, salaries and pensions and all associated regulations.
* As appropriate, identify and develop service level agreements on the provision of services and /or negotiate terms against grant funded programmes and projects.
* Produce annual budgets for all main activities of DSY, gaining sign off by the Trustees and provide regular progress reports to the Board.
* Ensure the accounts are audited, the annual report is produced and all returns are made to Companies House and the Charity Commission in a timely manner.
* Act as the Accountable Officer to the board of Trustees.

Marketing and Communication

* Ensure the development of a marketing and communications plan aimed at raising the profile of DSY.
* Oversee the development of the DSY and Denhale ARC websites, along with the distribution of information through social media channels and local media, ensuring a clear marketing image.
* Attend appropriate events in order to raise the profile of disability sport in Yorkshire i.e. within the sporting sector and the disability sector.
* Co-ordinate the management of the DSY Annual Awards Dinner.

Building management

* Ensure compliance with the requirements of the building lease and any associated payments.
* Undertake an annual review of the fabric of the building and produce a planned maintenance schedule.
* Negotiate utilities and service contracts annually ensuring value for money.
* Monitor and through the relevant staff member ensure records are kept on admin, timetabling, security, diary control, liaison with user groups and one off bookings.
* Ensure IT systems and software are fit for purpose and encourage smarter working by maximising the use of technology.

Governance and regulatory requirements

* Ensure all required policies and procedures are in place, comply with relevant legal and regulatory requirements and establish periodic review of policies and procedures for Board sign off.
* Work with the board, and any working groups, on matters of strategic delivery, staffing, finance and budget management, and advise on operational issues and areas of risk.
* Provide written and verbal reports to the board, as required.
* To maintain oversight of key legislation, e.g.: employment law, Charities Act 2016, Companies Act 2006; identifying key issues relating to the work of the organisation and preparing briefing papers for consideration by the Board as necessary.

Requirements for all posts:

* All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour.
* To contribute to the organisation’s understanding of diversity, inclusion and equality and to ensure that this understanding informs all the organisation’s activities.
* Attend staff and other meetings, and participate in staff training and development events as required.
* To adhere to the organisation’s policies and procedures including employment policies, Equality, Equal Opportunities, Data Protection and Health and Safety arrangements.
* To provide excellent customer care in dealings with the public.
* Be willing to work unsociable hours, including some weekends and evenings.
* With notice, willingness to travel and work across England routinely.

Every effort has been made to describe the main duties and responsibilities of the post. It is not possible to list each individual task undertaken. In a small team, such as DSY, the postholder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the board to reflect or anticipate changes in the job commensurate with the grade and job title.