

Registered Office: 35, Jamaica Street, Stokes Croft, Bristol, BS2 8JP

Tel. 01179444540
www.prsc.org.uk

Wanted: Operations Manager

To support and co-ordinate the management functions of PRSC across its range of activities and incomes streams by planning, reporting, monitoring, progress-chasing and effective administration.

The Job

The PRSC Operations Manager is at the centre of the PRSC social enterprise, managing business, responding to stakeholders and co-ordinating across work areas.

Financial Management:

- manage office budgets
- devise and manage a system of devolved budgeting for different areas of PRSC's business
- chase invoices, settle accounts and monitor cashflow
- oversee book-keeping, accounting and financial reporting
- Provide financial information to board

Staff Management:

- Maintain HR policies and procedures
- Oversee regular pay roll and staff supervision processes
- Lead on operation of grievance, performance management and other formal processes in partnership with specialist HR advice
- Oversee Health and Safety of staff, volunteers and visitors, and monitor compliance with HS legal requirements and good HS practice.
- Work with Volunteer Manager to ensure all volunteers are receiving appropriate tasks and are safe and adequately trained for the activities to which they are assigned.

Communications:

- Prepare letters, presentations and reports
- Liaise with staff and suppliers

- Support the PRSC team with internal communications

General

- Help to manage the public hire process of various PRSC facilities
- Uphold and promote all of PRSC's policies and procedures, particularly those relating to equality and diversity, confidentiality and codes of conduct.

This is a new role and the PRSC reserves the right to amend this job description as necessary in consultation with the post holder. No Job description can be fully comprehensive and the job holder will be expected to carry out other activities that are broadly consistent with the above job description.

Skills & experience

Essential:

- Excellent administrative skills
- Experience of managing staff and of providing staff supervisions
- Knowledge of Health and Safety requirements for businesses and employers
- A good understanding of book keeping and financial management practices
- Confidence and an ability to manage own workload
- Good communication skills
- Flexibility and an ability to respond quickly to a changing situation
- An understanding of the principles of safeguarding and of data protection

Desirable

- Experience of developing and applying policies and or systems across an organisation or department
- Knowledge of the PRSC's core activities and values
- A passion for positive social change

Details

Starting salary £18,720 pro rata

Hours: 24 p/w

Subject to 6 month review

Closing date for applications: August 1 2021

PRSC is an equal opportunities organisation.

Read the PRSC mission statement: <https://prsc.org.uk/mission/mission-statement/>

Please email CV & cover letter to Lisa – lisa.furness@prsc.org.uk - with **Operations Job** in the subject line or post to: People's Republic of Stokes Croft, **Operations Manager**, 35 Jamaica Street, Bristol, BS2 8JP