

Dear Applicant

Part time Operations Manager
Post (20 Hours £15,313 pro rata (full time £28,699)
Funded until Feb 2018

Thank you for your interest in applying for a post with KairosWWT.

Kairos Women Working Together (WWT) believes in the value and dignity of all women. We aim to increase the life-chances, choices and wellbeing of women caught up in prostitution, affected by, or at risk of sexual exploitation in Coventry.

Our Mission is to support and collaborate with women focusing on safety, stability and self-belief.

We embed our work in the values of respect, understanding, collaboration, choice and support.

As outlined in the job advert, we are seeking a female Operations Manager with project management experience, experience of operational and personnel management as well as a commitment to empathetic social justice.

The successful candidate will be experienced in co-ordinating service delivery, managing multiple projects simultaneously, line managing staff and co-ordinating monitoring and evaluation processes across an organisation.

The role requires:

- close liaison with the Funding and Development Project Manager
- some evening and occasional weekend work
- a DBS check
- a full driving licence, use of a car and an unrestricted right to work in the UK

Attached are copies of:

- Job Description
- Person Specification
- Application Form

The closing date for applications is **5.00pm on Monday 5th December, and if you are shortlisted you will be invited to an assessment day on Friday 16th December.** This day will take the form of a group assessment followed by individual interviews with a panel consisting of the existing Project Managers and a trustee. Shortlisted candidates will be notified by 9th December.



Registered Charity: 1136695

Company Limited by Guarantee: 07254667

St Peter's Centre, Charles St, Coventry CV1 5NP
02476 559550



Please return your completed application form marked for the attention of The Chair,
Jane Osmond either by post or by email (lucia@kairoswwt.org.uk).

Yours faithfully

Lucia Leon
Project Manager
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LOTTERY FUNDED
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Our Purpose

Kairos Women Working Together (WWT) believes in the value and dignity of all women and aim to increase the life-chances, choices and wellbeing of women caught up in prostitution, affected by or at risk of sexual exploitation in Coventry

Our Mission

To support and collaborate with women, focusing on three areas:

- 1 Safety: minimising harm for those most at risk
- 2 Stability: addressing individual needs and barriers (such as housing, healthcare, substance misuse interventions)
- 3 Self-belief: supporting women to develop skills and the confidence to make their *own* choices for the future

Job Description

Job Title:	Operations Manager
Post Salary:	(full time 37 hours £28,699) Pro Rata £15,313
Working Hours:	20 per week (including some evenings and occasional weekends)
Responsible to:	Trustee Board
Role:	To promote the ethos of the project in line with the mission statement To lead on personnel issues and the operational running of the organisation. To work with the Funding & Development Manager to ensure the project is managed to time, within budget and to a high quality. To publicise the work of KairosWWT.

Main Responsibilities

General management

1. To be responsible for overseeing the day to day running of the project.
2. To monitor the quality of the service and manage effective evaluation systems.
3. To ensure positive working relationships are developed and maintained with partner organisations and stakeholders.
4. To ensure adherence to all policies including assisting in Risk Management assessments and policy development.
5. To develop Partnership Agreements with partner agencies and ensure that these are managed appropriately.
6. Networking with key partner organisations such as West Midlands Police, The Recovery Partnership, SWISH, Probation Services, the Local Authority, local and national sex worker organisations, and developing strategic relationships to maximise the KairosWWT reach and income.
7. To engage in regular supervision and to undertake relevant training.
8. To attend meetings, relevant training events and conferences.
9. To work flexibly, including regular evenings and occasional weekends.

Staff Management

10. To manage, train and support staff.
11. To ensure regular supervision is held with staff.

Governance

- 12.To develop an effective working relationship with the Board of Trustees.
- 13.To contribute to policy development and forward planning.
- 14.To participate in the regular review and evaluation of the project by giving regular reports at Board meetings.
- 15.To lead on the Operations Working Group
- 16.To perform any other duties reasonably required by the Board of Trustees within the job scope and its grade

Person Specification: Operations Manager

	Essential	Desirable	Measured By
Qualifications			
Degree or equivalent	✓		Application Form
Project Management (for example Prince2)		✓	Application Form
Experience			
Leadership in a small organisation or in senior management	✓		Application Form
Managing and motivating people within a performance management framework	✓		Application Form
Designing and directing the delivery of projects	✓		Application Form
Fundraising in both the public and private sectors		✓	Application Form
Experience of networking, representation and negotiation	✓		Application Form
Training others	✓		Application Form
Of working with vulnerable women and their families	✓		Application Form
Of carrying out health and safety duties including management of risk assessments	✓		Application Form
Monitoring, reviewing and evaluating the service provided	✓		Application Form /interview
Experience of working in a not-for-profit environment	✓		Application Form /interview
Knowledge			
Of the current issues surrounding prostitution and sexual exploitation	✓		Application Form /interview presentation/
An understanding of child protection legislation	✓		Application Form /Interview
An understanding of drugs and alcohol issues and how they affect the Kairos WWT client group	✓		Application Form /interview
An understanding of relevant legislation (eg data protection, health and safety and confidentiality)	✓		Application Form
Skills			
Excellent oral and written communication skills	✓		Application Form / presentation
Good IT skills including Word and Excel and IT communications through internet, email, skype, dropbox and web content	✓		Application Form
Production of written materials e.g. , reports to funders etc	✓		Application Form
Presentation skills	✓		Application Form / presentation
Research skills		✓	Application Form
Advocacy Skills		✓	Application Form
Project Management Skills	✓		Application Form /interview
Writing successful funding applications		✓	Application Form form/interview/ presentation

Qualities/Values			
Good understanding of equality and diversity issues	✓		Application Form
Commitment to the Kairos values (respect, understanding, collaboration, support, choice)	✓		Interview
Capacity for empathy	✓		Application Form
Other			
Full driving licence	✓		Application Form
Access to a vehicle during working hours	✓		Application Form
Willingness to work unsocial hours	✓		Application Form
Unrestricted right to work in the UK	✓		Passport



