



Slow Food® UK

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE : Operations Director
REPORTS TO : CEO of Slow Food UK Trust
TEAM : team of six

PURPOSE / UNIQUE CONTRIBUTION:

The purpose of this position is to develop and manage the Slow Food UK office at Neal's Yard, manage a team and help develop the organisation's core working systems and structure. The person would take overall responsibility for the day-to-day administration and running of the office and when necessary deputise for the CEO.

This is a role at the heart of the organisation, working closely with the CEO and some members of the Board of Trustees. The post-holder will take responsibility for human resources management, administration and infrastructure and assist on financial management. This role is suitable for someone with exceptional organisational skills and relevant experience, preferably in the not-for-profit sector. As we are a small organisation the successful candidate will need to be energetic and a good team player and motivator.

This is a position that will provide an opportunity to contribute towards the creation of a new organisation and all the tools and systems needed for it whilst running the office and delivery from staff on a day-to-day basis.

KEY ACCOUNTABILITIES:

Managing staff Output and Execution

- Project management with focus on key partnerships and other events
- Managing day to day staff output and issues arising
- Managing and creating weekly reporting of staff activity to CEO

Developing and managing Processes, Tools and Systems

- Develop appropriate policies and procedures to cover all areas of delivery
- Planning and delivery of appropriate tools and systems to support the growth of the organisation, e.g. membership, contact and producer databases, interactive website and other organisational communication tools.
- Managing these systems' and tools' effectiveness and improving on them.
- Create a filing system/library and an index of content of the organisation such as photos, videos and other content that can be used for promoting the organisation.
- Create measurement and evaluation systems around projects and campaigns.
- Providing analysis and demonstrating that analysis and summary of information in visible clear formats

Maintaining and updating Human Resources needs

- Manage the process to fill new and vacated staff positions
- Liaise around issues of employee services and protocol for employees
- To manage staff administration, including record keeping (i.e. personnel files, sickness, absence and training records), and implementation of recruitment and employment policies and processes.
- Manage internship program and recruitment including hiring, recruitment, and training of interns and administrative support of interns.

Develop and manage care of Physical Office

- Manage equipment, furniture and supplies
- Reconfigure existing space to accommodate growing staff, increase our capacity to host meetings and welcome visitors and do events in the evening such as funders, partners etc.
- Implement conservation measures to reduce waste and ecological impact
- Manage the technical and computer support for the office, including upgrades and improvements to computer systems, prepare back-ups, back-office support.
- Assess internal office needs around technology, communication and time management, budget permitting carry out necessary measures and improvements
- Coordinate when office is in use for events and functions

Financial Management Support

- Maintain a robust system of financial controls to include audit trails to ensure that office resources are used in accordance with the approved budget.
- Manage the finance officer and be accountable for all aspects of the financial management of the organisation including budget planning, cash flow management, bank reconciliation, legal and tax matters, invoicing
- Assist with administration on financial and legal affairs

Deputising for CEO

- Able to assimilate information quickly and effectively and handle written and face-to-face communication with a variety of people, sometimes with short notice
- Attendance at meetings including meetings of the Board and with others on behalf of the organisation

KEY RELATIONSHIPS AND INTERFACES

- CEO, Programmes Director
- SF UK team
- Local member groups

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE:

1. ESSENTIAL

- Degree level qualification or equivalent
- Experience of handling personnel and finance matters within a comparable organisation.
- Successful track record working in office administration roles leading small to medium size teams
- Excellent project management skills and experience of delivering multifaceted projects
- Confident user of all Microsoft software including Microsoft Access, particularly the creation of relational multi-table databases and computer finance systems
- Intermediate grasp of HTML, and of web-authoring tools as such; fluency in the use of email mailing lists, and web-based interfaces for the management of email mailing lists
- A good command of written and spoken English
- A good understanding and empathy with the philosophy and workings of the Slow Food movement
- An understanding of the issues affecting the production of food that is Good, Clean and Fair

2. DESIRABLE

- Track record of excellent organisational and managerial team leadership, managing multiple priorities and projects simultaneously

- Managing in the voluntary or not-for-profit sectors
- Track record to learn new ICT skills quickly

PERSOAL ATTRIBUTES:

- Priority Setting and Problem Solving
- Delegation and managing others
- Customer Focus
- High standard of integrity, critical thinking and decision making.
- Ability to think independently and act on their own initiative.
- Ability to build effective relationships, to motivate and influence people.

ADDITIONAL INFORMATION:

Salary: £35 – £40k p.a.
Hours: fulltime, 40 hours weekly
Based at: 6 Neal's Yard, Covent Garden, London
Expected Travel: Infrequent