



# FOUNDATION

The Club's Official Charity

## Job Description

<b>Job Title:</b>	Head of Business Operations
<b>Reports to:</b>	Foundation Director
<b>Contract Term:</b>	Permanent
<b>Salary:</b>	£36k - £40k (dependant on experience)
<b>Job Purpose</b>	
Responsible for the operational excellence of the foundation to deliver outstanding impact and outcomes	
<b>Key Duties</b>	
The Head of Business Operations role sits within the Senior Leadership Team and will:	
<ul style="list-style-type: none"><li>• Deputise for the Foundation Director</li><li>• Work closely with the Foundation Director and Senior Leadership Team to develop the foundations strategic aims &amp; objectives</li><li>• Align operational delivery with the charity's mission and strategic objectives.</li><li>• Ensure that day-to-day operations are maintained to a high standard (Media &amp; Communications, IT, Health &amp; Safety, Facilities Management &amp; Programme Delivery).</li><li>• Oversee the foundations fundraising strategy and performance in line with forecasted targets</li><li>• Drive operational excellence and innovation to enhance the foundations impact across Shropshire</li><li>• Support the programme delivery departments by providing an efficient and effective operational infrastructure.</li><li>• Lead and support operational teams, fostering a positive and inclusive culture.</li><li>• Manage recruitment, workforce development and performance.</li><li>• Oversee budgets, service level agreements and resource allocations</li><li>• Ensure compliance with safeguarding &amp; data protection policies &amp; procedures.</li><li>• Maintain risk management and reporting structures.</li><li>• Manage and maintain the foundations monitoring and evaluation functions</li><li>• Liaise with external partners &amp; funders to ensure compliance with contractual and reporting obligations</li><li>• Identify new funding opportunities and submit bid applications</li><li>• Ensure that activities achieve targeted and positive outcomes for the foundations funding partners and stakeholders</li><li>• A commitment and adherence to Foundation values, policies, procedures, including safeguarding &amp; EDI</li><li>• Any other duties deemed appropriate by the Foundation Director or Trustees</li></ul>	



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## Person Specification

Education/Qualifications	Essential	Desirable	Measured
Degree/A Levels or equivalent		✓	Application
5 GCSEs (grade C or above) including Maths and English	✓		Application
Values & Behaviours			
Leading by example and acting with integrity	✓		Application/interview
Growth mindset, with a positive attitude towards innovation and impacting others	✓		Application/interview
Committed to the personal development of self and others	✓		Application/interview
Positive attitude to problem solving in all situations	✓		Application/interview
Knowledge, Skills and Experience			
Understanding of political, economic, social, technological, legal and environmental landscapes within the charity sector		✓	Application/interview
Previous experience of working within a Football club community organisation		✓	Application/interview
Delivering, measuring and communicating impact, preferably within the charity sector		✓	Application/interview
Embedding Risk Management frameworks		✓	Application/interview
Leadership and strategic planning	✓		Application/interview
Excellent communication skills – verbal, written, presentation and non-verbal	✓		Application/interview
The ability to inspire, coach, mentor and manage staff to achieve a high performing team	✓		Application/interview
Building a positive workforce culture and embedding values	✓		Application/interview
Facility development and operations	✓		Application/interview
Understanding of GDPR, Regulatory Reporting and Retention Policies	✓		Application/interview
Financial management and budget planning	✓		Application/interview



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Excellent planning and organisational skills	✓		Application/interview
<b>Personal</b>			
Current DBS	✓		Pre-employment Checks
Hold a valid driving licence and have access to own transport and business use insurance cover	✓		Application