



Job Description

Job Title:	Head of Operations
Reports to:	Foundation Director
Contract Term:	Permanent
Salary:	Dependant on experience

Job Purpose

Help drive the success of Shrewsbury Town Foundation by ensuring the organisation runs smoothly, sustainably and with purpose. This is a great opportunity for someone with a broad skillset and a collaborative mindset to support teams, strengthen systems and help maximise our impact across the community.

Key Duties

The Head of Operations role sits within the Senior Leadership Team and will:

- Deputise for the Foundation Director
- Work closely with the Foundation Director and Senior Leadership Team to develop and deliver the foundations strategic aims & objectives
- Lead and support operational teams, fostering a positive and inclusive culture to ensure that day-to-day operations are maintained to a high standard.
- Support the foundations fundraising strategy and performance in line with forecasted targets
- Support the programme delivery departments by providing an efficient and effective operational infrastructure.
- Provide support to the Foundation Director and Senior Management Team with oversight of budgets, service level agreements and related reporting obligations
- Maintain compliance with safeguarding & data protection policies & procedures.
- Support the Foundation Director and Senior Management Team with risk management and reporting.
- Maintain the foundations monitoring and evaluation activities
- Support the Foundation Director and Senior Management Team with identifying new funding opportunities and the submission of bid applications
- A commitment and adherence to Foundation values, policies, procedures, including safeguarding & EDI
- Any other duties deemed appropriate by the Foundation Director or Trustees



Person Specification

Shrewsbury Town Foundation values the skills, insight and leadership capability people develop through a wide range of life, work and learning experiences, and actively encourages applications from candidates who may not have followed a traditional academic route.

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 or community organisation		✓	Application/interview
Delivering, measuring and communicating impact, preferably within the charity sector		✓	Application/interview
Embedding Risk Management frameworks		✓	Application/interview
Excellent communication skills – verbal, written, presentation and non-verbal	✓		Application/interview
Leadership with experience of managing staff, conducting 121's and performance reviews	✓		Application/interview
Building a positive workforce culture and embedding values	✓		Application/interview
Understanding of GDPR, Regulatory Reporting and Retention Policies	✓		Application/interview
Financial management and budget planning	✓		Application/interview



FOUNDATION

The Club's Official Charity

Excellent planning and organisational skills	✓		Application/interview
Personal			
Current DBS (or willing to submit a new DBS application)	✓		Pre-employment Checks
Hold a valid driving licence and have access to own transport and business use insurance cover	✓		Application