# Job Description

## Job Title: Assistant Director – Core Business Functions

**Salary: £50,000.00 pa initially, moving to £52,000.00 on successful completion of 3 months probationary period.**

**Hours: 37.5 hours per week**

**Benefits: Nest pension & Medicash wellbeing support**

## Location: Northwest based, hybrid role, blend of home working & location based as required

POPS is a Charity, set up in 1988 by families who were supporting a loved one through a custodial sentence. Since that time, we have grown to employ over a hundred staff, across 16 geographical locations, predominantly in the Northwest of England, and has developed an excellent reputation locally and nationally for the provision of quality services for families who engage with the Justice system.

POPS’ core business team supports the delivery of services and have been influential in contributing to Justice policy both locally and nationally. We are now looking to add to the Executive Team to contribute to the future proofing of the organisation to respond to new opportunities in a changing Justice landscape.

## MISSION

To provide the support families identify they need and promote the changes required to enable children and families of those in the justice system to cope better and to thrive.

## VALUES

* To be supportive and non-judgemental in our approach.
* To listen and act upon the experiences families share with us.
* To encourage active participation amongst the families we support.
* To value the benefits of robust partnerships.
* To acknowledge and embrace the principles of diversity and inclusion throughout the organisation

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| 18-12-01 | Operations Manager JDPS. | Version 1 |  |

**POPS values of diversity and inclusion. We welcome and encourage job applications from people from diverse backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic candidates.**

**PURPOSE OF THE POST**

The Assistant Director for POPS core business is pivotal to ensuring the efficient, effective and legally compliant management of POPS’ head office functions and organisational infrastructure. We are seeking for somebody to join our team, who is highly motivated, knowledgeable, resilient and analytical, who will play a major role in taking the pressure of day-to-day management of core business functions away from the Director, thereby allowing them to pursue a vital strategic and leadership role necessary for the organisations’ future growth.

The post holder will be responsible for direct line management of POPS’ Finance Manager, HR Manager and Communications Officer, ensuring the respective departments provide effective contributions to support the operation of POPS as an organisation compliant with legislative and legal requirements.

In addition, the post holder will oversee POPS’ outsourced ICT function and manage all matters in relation to the physical maintenance of POPS’ head office building and the management of the tenanted space.

**ACCOUNTABILITY:**

POPS’ Director

**RESPONSIBILITIES:**

## GENERAL

* Work productively alongside POPS Assistant Director for Operations and Business Development to ensure the success and future growth of the organisation
* Develop national, regional and local alliances and partnerships to enable POPS to fulfil its Mission and strategic plans
* Seek out the use of innovative business models and systems.
* Work with departmental managers to develop action plans and ensure that appropriate targets are set, monitored and achieved.
* Ensure that the Director and Board of Trustees are provided with an oversight of activity, effectiveness and development of all core business functions
* Produce and present internal and external reports to meet designated deadlines
* Produce Business Continuity and Risk Management plans
* Attend and report to POPS’ quarterly Trustee meetings.
* Support bid writing and commissioning processes where required.
* Attend and host internal and external meetings when required.
* Responsibility for the management and overseeing physical maintenance of POPS’ Head Office Building, Rochdale Road Manchester
* Oversee the tenancy of the ground floor space of POPS’ Head Office building
* Oversee outsourced provision of POPS’ ICT functions
* Ensure POPS retains and develops appropriate kyte marks and quality assurance certifications. E.g. Cyber Essentials Plus
* Create a learning and knowledge culture across the organisation to inform future and transformational change.
* Create and contribute to a culture of valuing others and innovation
* Uphold POPS’ values

## FINANCE

* Directly line manager POPS’ Finance manager
* Oversee the financial administrative function of POPS’ finance department ensuring legal and organisational compliance, including liaison with POPS’ external auditors.
* Ensure all financial transactions of the organisation meet the requirements of commissioners, creditors and suppliers
* Coordinate the preparation of the annual budget, monitor monthly management accounts and review project activity against agreed budgets
* Take a leading role in supporting future commissioning, working with POPS’ finance manager to produce relevant financial information

### HUMAN RESOUCES

* Directly Line manage POPS’ HR Manager
* Overseas all administrative HR functions, including staff recruitment, management, training and development
* Ensure compliance with employment Law legislation and processes
* Ensure effective management of people through supportive performance management.
* Implement practices to ensure equality and diversity across staffing teams and service delivery
* Ensure the implementation and development of POPS’ Policies and Procedures

### COMMUNICATIONS

* Directly Line Manage POPS’ Communications Officer
* Contribute to the development of POPS’ Communications Strategy
* Ensure POPS’ branding and messaging is consistent and meets with the aims of POPS’ strategy and organisational ethos
* To take a leading role in the development and production of all communications materials, including publicity, reports and web site

# Person Specification

The following are the minimum essential criteria, which will be used to assess your application form. Please ensure that you cover the criteria in your answers, including all your experience both paid and unpaid.

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| **CRITERIA** | **DESCRIPTION** | **REQUIREMENT** |
| **EDUCATION AND**  **QUALIFICATIONS** | Degree or equivalent in Business Management, or relevant work experience at Executive Management Level    HR qualifications | **Essential**        **Desirable** |
| **EXPERIENCE** | Experience of operating at executive  management level within an organisation    Experience of managing across multiple business functions  Experience of maintaining excellent financial discipline with accountability for financial controls and systems.  Experience of planning and managing time and resources to achieve organisational stability and quality services*.*  Experience of identifying organisational risks and developing solutions to mitigate.  Experience and knowledge of employment Law and HR practices  Experience of producing statistical and narrative reports to meet deadlines    Experience of implementing and developing organisational policies and procedures  Experience of working in the Criminal Justice  Sector | **Essential**      **Essential**      **Essential**      **Essential**      **Essential**      **Essential**      **Essential**      **Essential**    **Desirable** |

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|  | Experience of, or experience of working in the voluntary sector | **Desirable** |
| **SKILLS AND**  **ABILITIES** | Excellent knowledge of Employment Law, HR legislation and working practices      Fully competent in using all Microsoft Office applications, specifically Word, Excel, Outlook, PowerPoint.    Excellent written and verbal communication skills    Excellent time management with the ability to delegate effectively    Excellent leadership skills, leading and communicating with clarity, confidence and enthusiasm.    Ability to work collaboratively, sharing information and building supportive relationships with colleagues/stakeholders.  Ability to deliver POPS business objectives through an inclusive environment, encouraging collaboration and building effective partnerships.  Understanding of the needs of families impacted by the criminal justice system | **Essential**        **Essential**        **Essential**      **Essential**      **Essential**          **Essential**        **Essential**        **Desirable** |
| **WORK RELATED**  **CIRCUMSTANCES** | Be open to change, suggesting areas for improvement  Continuously seek ways to improve practice  Willing to travel when required    Access to a car with a full driving licence.      Lead and communicate with clarity, confidence and enthusiasm.    Demonstrate a commitment to promoting  Equality, Diversity and Inclusion at all times.    Willing to undertake additional training and personal development activities    Uphold the POPS’ values | **Essential**    **Essential**      **Essential**      **Essential**      **Essential**      **Essential**      **Essential** |
| **PERSONAL**  **QUALITIES** | Methodical, analytical and accurate.    Positive and motivational, able to motivate others    Passionate and enthusiastic.    Operate with integrity and inclusively    Able to work collaboratively, building supportive relationships with colleagues/stakeholders.  Resilient and solution focused, dealing with challenges in a responsive and constructive way.  Have the confidence to challenge assumptions.    Flexible, able to work evenings or weekends if required. Overnight stay away from home maybe required on occasion    Adaptable and able to respond positively within a fast-changing environment. | **Essential**    **Essential**    **Essential**    **Essential**      **Essential**    **Essential**    **Essential**    **Essential**      **Essential** |