

PERSON SPECIFICATION FOR HEAD OF OPERATIONS		
	Essential	Desirable
SKILLS		
Highly organised, able to manage a multi-disciplined workload	✓	
Able to develop and implement strategic plans and be responsive to rapidly changing situations	✓	
Able to understand the complex needs of a range of stakeholders and work collaboratively to find mutually beneficial solutions	✓	
Excellent communicator	✓	
Strong influencing skills		✓
EXPERIENCE		
Line management experience	✓	
Experience of supporting a Board of Trustees		✓
KNOWLEDGE		
Knowledge of the Southampton voluntary sector		✓
QUALIFICATIONS		
Professional level qualification in one of Finance, IT, HR or other operational area		✓
Full UK driving licence	✓	
OTHER		
Be a committed Christian	✓	
<p>CIRCUMSTANCES</p> <p>This post is based at our Head Office in Millbrook. It will sometimes be necessary to attend meetings and training at other locations.</p> <p>The post is 21 hours per week to be worked flexibly as the role requires, with the majority of hours worked Mon-Friday between 8am-5pm. Flexibility in days and times worked will be required to allow for training and weekend events.</p> <p>Occupational requirement Everything that SCM seeks to do is inspired by the message, life and example of Jesus. It is essential that the Head of Operations owns and implements the ethos, aims and objectives of the Mission, sharing the Mission's core beliefs and values through their work. Therefore, there is a requirement for the post-holder to be a committed Christian.</p> <p>Any offer of employment is subject to the receipt of satisfactory references and completion of a DBS check. The successful applicant must have the right to work in the UK.</p> <p>This post has a 3 month probationary period.</p>		