



(CIO) Registered Charity 1162099

JOB ADVERT

ROLE: Head of Operations
HOURS: 21 hrs per week (0.6 FTE)
SALARY: £32,000 - £35,000 pro-rata (£19,200-£21,000 actual salary)
TERM: Permanent

Are you ready to take on a leadership role in a charity that's making a real difference? **Southampton City Mission** is offering an exciting opportunity for a proactive and strategic **Head of Operations** with hands-on experience in a multi-disciplinary operational role to build on the strong foundations already laid.

Responsible for HR, Communications, Fundraising & Finance, IT, Premises Management and Governance you'll regularly report to the Board of Trustees and line manage the administration team. We are looking for an individual with excellent communication and organisational skills who will work alongside the CEO, playing a pivotal role helping to shape the charity's future strategy. We're open to discussion with the successful candidate around hours being worked flexibly.

If you're a natural implementer and you're passionate about working for a faith-based charity that's growing and evolving, this is the perfect role for you. Your input will help drive change in both the charity and the city we serve!

If you'd like an informal chat or to arrange a visit to find out more, please contact the SCM office on 023 8055 0435 or e-mail adminteam@southamptoncitymission.co.uk

Apply now! An application pack, including full job description and person specification, can be downloaded from our website.

The closing date for applications is **31st October 2024**.

SCM is committed to keeping children and adults at risk safe and to equal opportunities. There is an occupational requirement for this role to be filled by a Christian. A DBS check will be required for this role and applicants must be able to demonstrate that they have the right to work in the UK.

For further information regarding the work of SCM, please refer to our website www.southamptoncitymission.co.uk