



**Job Title: Operations Manager**

Accountable to: Trustees

Base: Birmingham

Role requirements: Home based – may require travel to other sites

Salary: £30,000 pro rata

Hours: 18.5 hours per week

Leave: 25 days holiday per annum plus bank holidays (pro rata).

## Job Description

### Purpose

To effectively manage the activities and workers of Birmingham TreePeople to meet the objectives of the Urban Forest Master Plan.

### Duties

To manage employees, contractors and volunteers

To ensure that the charity meets its statutory requirements eg health and safety, safeguarding, finance and audit

To support the trustees in fundraising

To undertake basic bookkeeping

To work effectively with partners and attend partnership meetings

To attend Trustee meetings and provide reports

To manage specific projects eg tree planting

To ensure effective IT systems are in place

To monitor and evaluate projects and provide end of project reports for funders

To perform other duties which are commensurate with the post

Funded by:



## Person Specification

	Method of Assessment
<b>Qualifications &amp; Training</b>	
Excellent verbal and written communication, report writing and presentation skills.	AF/I
<b>Knowledge/Experience</b>	
Proven, hands-on experience of managing staff including recruiting, training and managing staff with positive outcomes	AF/I
Experience of planning to achieve long term goals and of developing and coordinating projects with multiple stakeholders	AF/I
Some arboricultural knowledge	AF/I
Experience of establishing and maintaining monitoring and evaluation systems	AF/I
Some knowledge and understanding of the issues relating to charities and the law	AF/I
Experience of fundraising	AF/I
Comprehensive IT skills with experience of using databases and good knowledge of up to date Microsoft Office applications	AF/I

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<b>Qualities/Skills</b>	
Excellent interpersonal skills	AF/I
Strong written and verbal communication skills	AF/I
Ability to recognise and build on new opportunities	AF/I
Level 2 Arboriculture or willingness to work towards it	AF/I
Ability to analyse problems and implement improved solutions	AF/I
Self-aware, willing to learn and develop own skills	AF/I
Self-motivated and flexible, able to plan, organise & deliver activity, on time and to budget and help others do the same	AF/I
A team player with a 'can do' approach, able to work independently and remotely	AF/I
Semi-regular weekend/evening work	AF/I

AF = application form

I = interview

T = test

How to apply:

Complete the application form and email to [toniaclark06@gmail.com](mailto:toniaclark06@gmail.com)

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