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**Move On Wood Recycling (MOWR) Social Enterprise**

**Operational Manager**

**Job Description**

**Location: Granton, North Edinburgh**

**Hours: 21 Hours (Exact hours TBC but will be delivered flexibly across MOWR operating hours, which are Mon-Sun 9am-5pm)**

**Salary: £18,244 (pro rata) (Salary Scale £30,407 – £33,786). Staff generally enter at the start of salary scale.**

**Reporting to: Director of Operations**

**About Move On:**

Move On’s Vision is a Scotland where every person can confidently navigate through the ups and downs of life and achieve their potential. Our mission is to support vulnerable people to achieve personal goals and make positive lasting change in their lives.  We deliver our mission and vision through offering a range of services, which meet the needs of our service users and volunteers, which are flexible and innovative, responding to changing needs and circumstances. Our mentoring, befriending and various employability services offer the key relationships and opportunities, which enable people to set goals, recognise and develop their skills, build confidence, grow their social networks and gain the qualifications and work experience they need to reach their potential and achieve a brighter future.

Move On’s services are delivered in a manner which is trauma informed/skilled, person-centred and asset-based. We are committed to supporting people where they need it, when they need it and for as long as they need it.

**About MOWR:**

MOWR is a social enterprise operated by Move On, delivering both environmental and social impact:

* to re-use waste timber, contributing to the circular economy and helping the environment through reducing the amount of timber sent to land fill or for chipping
* to deliver employability skills, training, work experience, valuable jobs and volunteering opportunities for vulnerable people
* Based in Granton, North Edinburgh, MOWR has a small team of 3.4 FTE staff.
* MOWR serves Edinburgh and beyond, but plays a growing role in supporting the community in North Edinburgh
* MOWR is a member of the UK-wide National Community Wood Recycling Network.

**Key Responsibilities:**

The Operational Manager will take responsibility for the commercial success and operational management of MOWR.

**The Operational Manager will:**

* Manage the team and operations of MOWR with a view to maximising income, sustainability and social purpose
* Plan, co-ordinate, implement, prioritise, administer and monitor all areas of MOWR activity and team workload
* Develop and maintain high levels of workplace health and safety, encouraging a culture of personal responsibility and awareness
* Support, develop and encourage a small staff team fostering cohesion, engagement and job satisfaction
* Work closely with Move On’s employability team to offer high quality employability opportunities at MOWR, as an integral part of MOWR business
* Oversee recruitment, training, support for and management of volunteers
* Work closely with Move On’s Marketing lead, to ensure regular and wide promotion of MOWR products and initiatives
* Manage a service budget and costs
* Foster a culture of excellent customer service
* Sustain existing relationships and develop new ones, with construction, events industry and other partners, to ensure a plentiful supply of reusable timber
* Directly input into the strategic development of MOWR
* Ensure MOWR premises, systems and equipment remain fit for purpose
* Monitor and interpret legislation, regulations and service agreements relating to MOWR, including those of our partner at National Community Wood Recycling.
* Provide quarterly reports on progress to the Director of Operations, CEO and/or Board
* Adhere to the policies and procedures of Move On and ensure adherence by staff and volunteers.
* Attend staff meetings (Including management team) and training as required.

**Candidates should have the following essential and desirable skills/qualities/experience:**

* 2 years or more experience managing commercial environments or similar
* Strong experience in leading, managing and developing people and teams
* Creative, innovative and analytical approach
* Track record of increasing trading income/business earnings
* Track record of managing a safe working environment and promoting a positive health and safety culture
* Excellent relationship management skills, with suppliers and other partners
* Strong verbal and written communication skills and the ability to engage with people at all levels
* Demonstrated ability to multi-task and manage competing priorities and deadlines
* Experience in supporting, coaching and/or training volunteers
* Current clean driver’s licence
* Membership of the PVG scheme (or willingness to join)
* Demonstrated understanding of issues faced by young people, vulnerable groups and the community in North Edinburgh and the approaches and services necessary to support and develop them
* Commitment to Move On’s values (Inclusive, Empowering, Innovative and Sustainable)

**Move On**

**Move On Wood Recycling**

**Operational Manager**

**Person Specification**

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|  | ***Essential*** | ***Desirable*** |
| ***SKILLS***  ***AND***  ***QUALITIES*** | * Commitment to Move On’s values, vision and mission * Excellent communication skills * Excellent leadership skills * Excellent people and workload management skills * High level of motivation and enthusiasm * Creativity and innovation * In good health and physically fit * Proficient IT skills * Commitment to managing a safe working environment * A full, clean UK driving licence and ability to drive MOWR vans | * Understanding of challenges faced by young people, vulnerable groups and the community in North Edinburgh |
| ***EXPERIENCE*** | * At least 2 years management experience either in a social enterprise or similar sector * Experience of growing trading income in a social enterprise or commercial environment * Experience of motivating and leading a diverse team * Experience of monitoring and reporting on performance against key targets * Experience of Health and Safety legislation and its practical application in a work environment * Experience of delivering excellent customer service | * Experience of training and supporting volunteers * Experience of delivering training/employability programmes * Developed relationship management skills * Experience of managing a safe working environment * Experience of working with vulnerable people |