



## **Operations Manager 25 hours/week**

**Salary: £16,250 (FTE £24,375)**

**1-year Fixed Term Contract (extension subject to funding)**

Sharewear Clothing Scheme is looking for a highly motivated and proactive individual to manage our increasingly intricate and multifaceted operations, based at our new Processing and Distribution Centre in Nottingham with the requirement to travel between sites on a regular basis. An experienced manager and leader, you will line manage our Centre Supervisors and cover their centres and communications during staff absence. You will be a confident communicator, leading discussions with external agencies to develop our referral and outreach pathways, as well as taking ownership of some of our social media accounts and collating content for our digital communications, in order to engage our donors in our work and attract a greater level of charitable support.

Most importantly, and as part of our strong team at Sharewear you will be a true team player, confident in working with a number of people regardless of whether they are fellow staff, volunteers or external partners, and you will never shy away from a challenge. You will be happy to work in an environment where no two days are the same, be confident to take the initiative and constantly be identifying areas for improvement and enhancing our operations to ensure the best possible outcome for those we exist to support.

Applications should be made by covering letter and CV to Alison Rogers, Chair of Trustees, via email at [alison@sharewearclothingscheme.org](mailto:alison@sharewearclothingscheme.org). Please note, applications made through methods other than email will **not** be considered in shortlisting. The deadline for applications for this role is **Wednesday 24th November at 5pm**. Any applications received after this time will not be considered. Interviews will be held in the week commencing 6<sup>th</sup> December.

Supported by:



Sharewear Clothing Scheme  
41-43 Mansfield Road, Daybrook, Nottingham NG5 6BB  
t: 07724118666

e: [info@sharewearclothingscheme.org](mailto:info@sharewearclothingscheme.org)  
[www.sharewearclothingscheme.org](http://www.sharewearclothingscheme.org)

Charity Registration number 1170084



<b>Job Description</b>	
<b>Job title:</b>	Operations Manager
<b>Reporting to:</b>	Head of Operations/CEO
<b>Responsible for:</b>	Centre Supervisors
<b>Salary:</b>	£16,250 (FTE £24,375)
<b>Location:</b>	Based at the Processing and Distribution Centre in NG5. Travel between sites will be required in the van provided.
<b>Working hours:</b>	25 hours over 4 days. Core hours - 10.00-15.00 Tuesday to Friday
<b>Main Duties:</b>	<ul style="list-style-type: none"> <li>• Line manages and supports our Centre Supervisors</li> <li>• Assists in setting up and then oversees our Community Sharewear franchises</li> <li>• Helps grow our outreach partnership network</li> <li>• Covers our centres and their communications during staff absence</li> <li>• Logistical management of bulk deliveries from brands and other mass donation partners</li> <li>• Assists centre supervisors in logistical planning of our outreach deliveries</li> <li>• Is the first port of call for all general enquiries, diverting to the relevant teams</li> <li>• Liaises with local varied fundraising networks</li> <li>• Runs our Twitter account and collates content for our Newsletter and e-shots</li> </ul>

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Person Specification		
	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Dynamic, proactive and used to a fast-paced environment</li> <li>• Experience in working with volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in small charity sector</li> <li>• Experience in line management</li> <li>• Experience in training and developing team members</li> <li>• Social media management and engagement</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Outstanding written and verbal communication skills</li> <li>• Adept at multi-tasking</li> <li>• Able to respond to a fluid task list, with skills in priorities management</li> <li>• Outstanding time management</li> </ul>	<ul style="list-style-type: none"> <li>• Logistical scheduling</li> </ul>
<b>Knowledge/ Training</b>	<ul style="list-style-type: none"> <li>• Driving license and willing to drive vans when needed</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable grasp of the challenges of poverty alleviation</li> </ul>

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