



## **Job Description**

**Job Title: Operations Manager**

**Responsible to: CEO**

Fields of Life (FOL) was established in 1993. Since then it has developed substantially in both size and vision. Fields of Life is committed to sharing the Christian faith by collaborating with local communities and churches in East Africa to bring about positive change through the provision of quality education, clean water, health promotion and other community based projects.

To date, FOL will have constructed 117 schools in 6 countries throughout East Africa, 4 health centres in Uganda, and will have established over 500 boreholes to provide fresh water as well as health promotional initiatives, educational & teacher training programmes and income generating projects. This work is ongoing and Fields of Life continues to be involved in many exciting and life changing projects right across East Africa.

Fields of Life would like to invite applications from highly motivated and enthusiastic individuals with passion, vision and initiative, good interpersonal skills and high standards of accuracy for this key position within our growing team.

The applicant will be a proven leader and manager with experience in managing teams, financial management and governance, experience in a business development and customer (or donor care) environment, demonstrate confidence and ability in public relations and public speaking, initiating fundraising approaches to potential donors with a 'can do' attitude and ready to accept the challenge of a pioneering role. This is an exciting opportunity to strategically develop the work of Fields of Life in Great Britain & Ireland and internationally working alongside the Chief Executive and Board of Directors.

This senior role will be responsible for pioneering the Irish Operations of FOL and ensuring effective leadership and management of all FOL Irish operations in maintaining and expanding the donor support base in Ireland.

### **Reporting**

The Operations Manager will work closely with and report to the CEO. The Operations Manager will be responsible for a team of 8 full-time and 4 part-time staff throughout Ireland.

## Responsibilities for the Operations Manager

- To provide effective Christian leadership and oversight of FOL in Ireland.
- To be responsible for overseeing and managing FOL Irish operations, including the efficient conduct of financial, operational & human resources.
- To be responsible for the management and strategic development of FOL charity retail initiatives (currently shops in Newtownards and Coleraine).
- To advise the CEO on policy, regulatory & governance issues and prepare monthly reports and updates on Irish operations and activities.
- To maintain existing revenue streams and proactively develop new income streams and fundraising initiatives to include:
  - Developing innovative and creative fundraising events and projects;
  - Developing donor relationships with individuals, schools and churches;
  - Developing further links with business/corporate sectors.
- To manage existing FOL donor support base and ensure that an excellent level of donor care and service is provided with timely feedback and reporting.
- To recruit new donors and meet specific fundraising targets as set and agreed by the CEO.
- To oversee and manage the short term mission programme ensuring effective administration and risk management of all FOL visiting teams to East Africa.
- To manage and develop the FOL volunteer base encouraging an active participation and engagement which results in a valued contribution to FOL and its charitable / distinctly Christian objectives.
- To seek opportunities to raise the profile of FOL by seeking out speaking engagements at churches, church youth groups and other church activities
- To support the CEO with East African communications and deliver effective programme and donor feedback.
- As and when considered necessary or appropriate the post holder will be prepared to transfer to or undertake other duties in order to meet fluctuations or priorities in work demands at the CEO's discretion and be prepared to travel worldwide and on occasions be prepared to work at evenings or weekends.

The job description should not be considered as definitive, as changes may be required in accordance with changing operational requirements. Any changes will be set out in writing, and the post-holder is expected to co-operate with such changes to support the continued success of the organisation.

## JOB SPECIFICATION/SHORT-LISTING CRITERIA

**Job Title:** Operations Manager

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
<b>EDUCATION/QUALIFICATION</b>	Degree level qualification (or equivalent professional qualification) in business or management related discipline or be able to demonstrate significant relevant experience	Management and/or leadership courses  International Development Qualification.
<b>AREAS OF PROVEN ABILITY</b>	<p>Significant experience in management and ability to demonstrate good managerial and organisational skills.</p> <p>Significant experience in successfully managing a team and / or volunteer networks.</p> <p>Significant experience of successful strategic planning</p> <p>Evidence of financial management skills and experience</p> <p>Significant experience of working in a customer / donor focused environment and comfortable with target / performance based working.</p> <p>Evidence of working in a regulated environment and dealing with policy / governance issues.</p> <p>Evidence of successful drive and initiative to achieve agreed objectives.</p> <p>Excellent interpersonal and communication skills to small and large audiences</p> <p>Excellent negotiation and influencing skills.</p> <p>Excellent IT skills</p>	<p>Significant experience of working in the charitable or faith based sectors.</p> <p>Significant experience in successfully managing a team.</p> <p>Experience of speaking in churches and other Christian contexts.</p> <p>Experience or knowledge of mission specifically in East Africa or another third world environment</p>
<b>Personal Profile</b>	Demonstrates Christ-centred life and work and committed to the	

	<p>principles, practices and ethos of FOL</p> <p>Demonstrates a passion for overseas Christian mission.</p> <p>Ability to travel internationally as needed.</p> <p>Ability to work effectively under pressure.</p> <p>Understanding / awareness of the role of the donor community to FOL operations.</p> <p>Full driving licence which permits the post-holder to meet the requirements of the post in full</p>	
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No applicant will be shortlisted for interview unless the application form clearly demonstrates that they meet **all** the essential criteria. Fields of Life reserves the right to shortlist applicants for interview based on the essential criteria only or on the essential and some or all of the desirable criteria as may be appropriate

## INFORMATION FOR APPLICANTS

**JOB TITLE:** Operations Manager

**BASED:** Portadown, Northern Ireland (Head Office) with requirement for regular travel to other regional locations in Ireland.

**SALARY & REMUNERATION PACKAGE:** Negotiable and dependent on qualifications / experience. The salary will be based on NJC Payscales PO4 range and is negotiable based on experience

**PROBATION PERIOD:** We would draw your attention to the organisation's probationary period policy whereby your first six months of employment are considered as a probationary period, during which time we will monitor your overall performance to assess your suitability for the position.

The organisation has the right to extend this probationary period if necessary in accordance with your overall performance and, at any time, to terminate your employment giving one months notice in writing, if you are considered to be unsuitable for the position.

Interested Applicants should send completed application form ~~and cover letter~~ to the following address:

Anna Flannigan

25 Carn Road

Craigavon

Co-Armagh

BT63 5WG

Email: [anna.flannigan@fieldsoflife.org](mailto:anna.flannigan@fieldsoflife.org)

Submitted application should be received by not later than **Friday 25<sup>th</sup> March 2016 at 4pm by post or email.**