



Operations Director

- Coventry, Solihull, Warwickshire (West Midlands)
 - £40,000-£45,000 (plus, travel expenses and pension contribution)
 - Think Active ([view website](#))
 - Permanent (subject to successfully passing probation)
 - Closing Date is midnight on 6 December 2023
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About the Role

We are on an exciting period of growth and over the next few years we want to increase our reach, connectivity, and impact at a local, district and regional level. At the heart of our work is our vision to '#WeThinkActive - Everyone in Coventry, Solihull & Warwickshire to benefit from movement and enjoy sport and physical activity in safe and thriving communities' and our mission, 'We will use the power and potential of sport and physical activity to enable future generations to have healthier and more prosperous lives'.

Our ambition and aspirations mean that we need to formalise and evolve the systems, process and procedures employed in all aspects of running the charity and Active Partnership.

To lead and manage this transition and growth we are looking to recruit an Operations Director to be part of Think Active's Exec team.

Base Location: The main headquarters of the Charity is in Leamington Spa although some of the work involves being located across Coventry, Solihull & Warwickshire. We have a blended approach of home-based working, office-based working and travelling to and attending meetings as required. The post holder is expected to adopt a flexible approach to their work.

Salary: £40,000-£45,000 + travel expenses + pension.

Working Pattern: 37 hours per week

Contract type: Permanent (subject to successfully passing probation)

Annual Leave: entitlement is 27 days (FT) plus public holidays

The main responsibilities of this role are:

The charity has a strategy and an annual business plan that together, highlights the ambitions, financial profile, goals, and future direction of the organisation. Our ability to implement this has been made possible through valuable Sport England funding.

Reporting directly to the Chief Executive you will lead the development and implementation of operational systems and plans that are integral to the successful delivery of our strategy and implementation of our business plan.

You will have the opportunity to further enhance the resources available to you by satisfying existing funders, identifying and securing additional funding and recruiting, training and developing further team members.







You will be an active member of the Executive team and will lead and support the design, evolution and implementation of our systems that ensures high quality and fit for purpose finance systems, financial reporting, organisational disciplines, reporting systems and processes and procedures so that they are well established and will enable the organisation and the people to operate effectively, efficiently, safely and sustainably as we continue to grow, innovate and thrive.

You will support the effective development and delivery of a portfolio of initiatives and new income-generating business ideas.

GOVERNANCE AND COMMUNICATIONS

The Operations Director is responsible for providing well-founded, informed and documented advice on all Think Active's operations and governance.

The Operations Director will:

-  Prepare reports for the Chief Executive and the Board, identifying issues, apparent problems, opportunities, and service gaps, and recommend initiatives and amendments as required.
-  Consistently monitor performance reporting information reports identifying issues, challenges, opportunities, and service gaps, and direct the executive management team to follow up.
-  Prepare reports and papers for the Exec team, Board, partners, and funders.
-  Provide advice on matters concerning development of and changes in business development, funders and funding, charity objectives, organisation risk, performance management.
-  Take action to identify and mitigate risks associated with contracts, agreements, and business activity across all parts of Think Active's operations.
-  Contribute to the development and implementation of internal guidelines to support the integration of social, environmental and governance into Think Active's management process and organisational practice.

FINANCIAL AND GENERAL MANAGEMENT

The Operations Director is responsible for the financial reporting and accounting, including records to funders (predominantly Sport England), the Board, as part of organisational monthly and quarterly management accounts and annual financial statements as well as medium term financial projections in line with applicable accounting rules and the Think Active's accounting policies.

Supports the Chief Executive with Think Active's administration and contributes to the development of an appropriate organisational framework to support the business strategy. The role holder is responsible to ensure that financial controls are in place to enable sound financial management practices.

Develop, in collaboration with the Chief Executive and Development Director, Think Active's annual business plan and aim for successfully sourcing and application of additional funding and resources in pursuance of the Think Active's strategic objectives over the medium and longer term.

Provide guidance and priorities for colleagues to ensure clarity of role for the preparation of project and discreet budgets as part of organisational monthly and quarterly management accounts and annual financial statements and reporting.

Oversee, in conjunction with the Chief Executive, Think Active's general administration and day-to-day operations, taking care of all functions relating to the operation and governance, including the maintenance of relationships with regulatory authorities and stakeholders as well as the facilitation of stakeholder groups.

LEADERSHIP AND PEOPLE MANAGEMENT

In coordination with the Chief Executive and Development Director, the Operations Director will contribute to the maintenance of an appropriate management structure at Think Active.


Ensure that Think Active operates in an environmentally friendly and cost-effective manner and help prepare an annual budget and cost framework for sustainable activities.

About Think Active

We would like you know a bit about us if you're considering applying for a role. Think Active is the Active Partnership for Coventry, Solihull, and Warwickshire. We are unique to Coventry, Solihull & Warwickshire; that is, there is only one of us. We are one of 6 sub-regional partnerships within the West Midlands and one of 42 across England.

Active Partnerships are strategic organisations that recognise activity levels are affected by a complex system of influences and no single organisation or programme can create sustainable change at scale. We are concerned about the negative impact of a sedentary population. We believe in the power of sport and physical activity to transform lives and to keep people living well and we are committed to working collaboratively with partners to create the conditions for active people and places.

We prioritise 'Thrive'. It is one of our strategic aims and is captured in our values and culture (below).

VALUES  CULTURE	
We aim to thrive. We prioritise creating and nurturing a culture of kindness, consideration, appreciation and tolerance. We will treat ourselves, each other and everyone that we encounter when we are representing Think Active in this way and we should expect same in return.	
Thrive Contribute to a positive culture where opportunities, resources and people are maximised and celebrated	Flexible We are adaptable and responsive to change
Innovative Open to finding the best way with a healthy approach to risk and opportunity	Forward Thinking Staying ahead of the curve, always innovating
Passion Dedicated individuals who are committed to and care about what we do	Professional We challenge ourselves to provide an excellent customer experience
Integrity Do the right thing, every time, irrespective of who you are dealing with	Supportive Of each other and the people & communities we work with
Develop Relationships, ways of working together, the wider network, people so that we continually get better	Solution Focused Proactively removing barriers and overcome obstacles

These values are under development and will change imminently.

We love difference and will be interested to find out what motivates you and how you can contribute to Think Active. We encourage diversity and are committed to creating an inclusive environment for all employees. We are a Disability Confident committed employer, and we actively encourage applicants from all protected characteristics and commit to providing any reasonable adjustments required during the application and assessment process, and upon joining Think Active.



Next Steps

We want to know how you meet the role requirements and how you think you can contribute to Think Active.

1. Please tell us by submitting a CV (please include 2 references. You can tell us if you do not want them to be contacted immediately)
2. Please provide a detailed cover letter / statement that tells us about you, what you have done and how you meet the criteria for the role and how you can add to Think Active.
3. Please follow the links on the website to complete the [Application Form](#) and [Equality Monitoring Form](#)

All applications should be submitted by email to vicky.joel@thinkactive.org with the subject marked Operations Director, and we will be back in touch after the vacancy closing date to let you know the outcome.

If you would like to discuss any requirements or adjustments, you may require throughout the recruitment and selection process, please contact Kerry Lockett, Business Operations on 07885 200473.

The Privacy Policy for how we use your data during recruitment is [here](#).