

House Operations Manager

Salary - Competitive

Hours 37.5 per week 8.30am - 4.30pm Monday - Friday

Location: Flexible, with significant travel

The Sick Children's Trust runs free "Home from Home" accommodation for families with seriously ill children in hospital. We currently have 10 houses based in Newcastle, Leeds, Sheffield, Cambridge and London.

We are looking for an Operations Manager to join our operations team. You will work alongside another Operations Manager to oversee the running of the houses, raise awareness of The Sick Children's Trust and work on the development of the service, including expansion, in line with legal requirements and NHS provision.

We are looking for an experienced manager preferably from a care or social related environment. Ideally, you will have managed multiple sites and have the ability to manage remotely. This will include a range of functions including: health and safety, budget setting, house refurbishments and day to day operational queries. You must have strong problem solving and leadership skills, with the ability to motivate and support staff and families as required

You will be committed to best practice and have experience of setting and implementing new standards and driving service improvement.

You will have strong interpersonal and communication skills, be approachable, sensitive and empathetic whilst having the ability to remain professional at all time. Be confident working in various work related environments such as: NHS senior managers on expansion projects to supporting a resident family.

You must be able to organise and prioritise your own work

The Sick Children's Trust is a small charity and so inevitably there will be times where the Operations Manager will be more hands on supporting the Houses

The role will involve travel (2-3 times a week), occasional overnight stays and some unsocial hours.

If you are interested in applying for this role, please send your CV and a covering letter stating why you would be suitable for the role to Carole Buckton, Human Resources Manager:

carole@sickchildrenstrust.org

Closing date 25 February 2018

For further information about the role please contact Joy Darling on 07718 003 567 or email:

joy@sickchildrenstrust.org

Please note that only shortlisted candidates will be contacted and within 2 weeks of the closing date.