



Role

Are you passionate about making a difference in the lives of individuals, families and children in need facing poverty and injustice? Do you want to play a key role, working closely with the Society's Trustees, to implement and drive an exciting programme of change and transformation? The Society of St Vincent de Paul (Scotland) is looking for a dynamic and enthusiastic **Operations Manager** to lead our team and help drive our mission forward!

About Us

The Society of St Vincent de Paul (SSVP) is a global Catholic lay organisation whose volunteer members express their faith in the service of those in need. The Society in Scotland, through its Scotland-wide network of over 200 conferences and almost 2,000 volunteers, seeks to identify and combat all forms of poverty while helping address injustice and poverty's root causes. We work actively to support families and individuals in need on a person-to-to person basis, regardless of their creed, colour, lifestyle or political belief. The Society, led by the Trustees, is embarking on an exciting programme of change and transformation designed to help the Society expand and grow.

About the Role

As the Operations Manager, you will:

- Act as an agent of change, work closely with the Society's Trustees, to implement and drive an exciting programme of change and transformation that is aligned to the Society's strategic priorities.
- Develop and maintain a strong team in the National Office that is well trained and has high morale.
- Work closely with the Trustees to ensure good governance, accountability, and set clear financial targets to ensure the delivery of the business plan and the future of the charity.
- Build and maintain strong relationships with Trustees, members, donors, the Bishops of Scotland and other SSVP societies in the UK and globally.
- Develop and implement a membership outreach strategy to recruit new members, retain existing ones and connect the Society's conference network with the Society's National Office and Trustees to ensure conferences are fully supported with their issues and challenges
- Deliver the Society's Communications Strategy
- Support event planning and logistics for membership-focused events, including the Society's Annual Conference.
- Provide advice and guidance to volunteers and conferences on safeguarding to ensure the Society's compliance with legislation and arranging training where appropriate

What We Offer and the Working Environment

- Salary - £42k - £50k
- A central Glasgow working base
- Generous holiday entitlement of 25 days plus 10 public holidays.
- Employer pension contributions (3% of gross salary).
- The chance to work closely with the Society's National President, the Society's Trustees and a supportive and mission-driven team.
- Travel across Scotland to outreach events, community and other meetings as well occasional travel within the UK.
- Occasional evening and weekend work may be required.

What We're Looking For

Essential:

- Proven experience in managing a team
- Proven experience of coordinating change and transformation initiatives.
- Experience working with senior leadership and other key stakeholders.
- Excellent communication and interpersonal skills, with the ability to inspire and engage diverse audiences at differing seniority levels.
- Strong organisational and project management skills.
- Confident networker and communicator, including speaking publicly.
- Proficiency in Microsoft Office Suite.
- Ability to work independently as well as collaboratively within a team.
- A commitment to the Society's ethos, values and mission.

Desirable:

- Experience in a membership-based organisation or charity sector.
- Experience of partnership and collaborative working involving multiple stakeholders.
- Knowledge of digital marketing and social media tools and techniques.
- Full driving licence

Application Notes

Join Us!

If you're passionate about driving the Society's programme of change and transformation, about building effective engagement with current and potential volunteers, we'd love to hear from you.

At SSVP Scotland, your work will have a lasting impact on communities and individuals alike. Let's work together to tackle poverty and injustice!

Closing Date: TBC

To apply, please send your CV and cover letter to recruitment@ssvpscotland.com

For more information, visit ssvpscotland.com

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