



ROLE PROFILE

Operations Manager

The Society of St Vincent de Paul (Scotland) (SSVP Scotland) is an international organisation of Catholic lay people, men, and women, who practice Christianity by helping those in need on a person-to-person basis. Vincentians show this love, compassion and understanding by giving of themselves – their concern, their friendship, their time, their talents – to help people, regardless of creed, colour, or political belief.

The Society co-operates with other organisations, religious and secular, to achieve its aims. It is ecumenical. The Society is concerned not only with relieving need but also with redressing the situations that caused the need in the first place. If need results from injustice, the Society is concerned that justice shall be achieved.

The Society has been Catholic from its origins. It remains an international Catholic voluntary organisation of lay people, men, and women.

Purpose of Job:

As Operations Manager, you will provide strategic leadership and direction to SSVP Scotland ensuring that our vision is realised through effective services, partnerships, and a strong organisational culture.

You will serve as the key ambassador for the charity across Scotland and beyond, strengthening our visibility, deepening our impact, and securing resources to support our work.

Reporting to the Trustees, you will lead a dedicated team, foster stakeholder relationships, and oversee all operational, financial, and governance aspects of the charity.

Responsible to: Trustees of SSVP Scotland

Key Responsibilities:

Strategic Leadership

- Develop and implement a clear, values-based strategy that furthers the charity's vision and monitor progress towards achieving these aims.
- 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.
- Develop and maintain a strong team in the National Office that is well trained and has high morale.
- Provide leadership and guidance to the charity's staff and volunteers, ensuring effective teamwork, communication, and collaboration.

Operational Management

- Manage the Finance / Administration Manager, National Youth Development Coordinator and Administration Assistant
- Work in tandem with the Finance / Administration Manager and the National Youth Development Coordinator to achieve the best service of all support staff
- Lead and support volunteers who give their time to support the National Office.
- Ensure legal and regulatory compliance across all activities.
- Organise and support meetings of the Trustees and National Council.
- Promote a culture of continuous learning and innovation within the organisation to maximise its effectiveness.
- Support the adoption and sustainability of new processes, systems and ways of working.
- Provide advice and guidance to volunteers and conferences on safeguarding and other general guidance including identifying and arrange training when required to ensure the Society's activities and members are compliant with legislation

Finance

- Maintain financial sustainability through sound budgeting, reporting, and resource planning.
- Support the annual financial audit process
- Cultivate relationships with the local community to explore new funding opportunities to sustain and expand the charities vision.
- Identify and pursue opportunities for new income streams and collaborations.

Engagement

- Build and maintain strong relationships with the National President and Trustees, actively supporting them in fulfilling their roles effectively.
- Build and maintain strong relationships with members, donors, the Bishops of Scotland, and other SSVP societies in the UK and globally.
- Develop and implement a Membership Outreach Strategy connecting the Society's conference network and volunteer base to the Society's National Office and Trustees.
- Develop and implement a strategy to recruit new members and retain existing ones.
- Coordinate membership campaigns and promotional materials using a blend of traditional and modern channels and techniques.
- Manage the Society's Communications Strategy, developing and publishing a diverse range of content across multiple platforms.
- Support event planning and logistics for membership-focused events, including the Society's Annual Conference.
- Prepare regular reports on membership growth, engagement and outreach outcomes.
- Support conferences with issues and challenges that hinder their growth

The above list is not exhaustive and duties relevant to the post may be required from time to time. Variation may also occur to the duties, responsibilities, and place of work at the request of your line manager without changing the general character of the post.

Key Terms of Employment:

- Salary - £42 to £50k
- Core 35 -hour week (excluding lunch). Location in Glasgow National Office with limited home working if required.
- 25 days paid leave per year plus 10 public holidays.
- Employer contribution to a workplace pension plan of 3% of gross salary
- All new employees undergo a six-month probationary period
- Travel across Scotland to visit dioceses, attend outreach events, community and other meetings as well occasional travel within the UK.
- This role may involve working outside of core hours attending meetings and events, for which lieu time will be given.

The ideal candidate will have a strong background in third sector management, strategic development, partnership working and financial oversight. The candidate should demonstrate excellent communication skills, the ability to inspire and lead a team, demonstrating a deep commitment to the values and mission of the Society of St Vincent de Paul.