



Role Profile

Operations Manager

Role Reports To: Foundation and Community Manager

Role Purpose: The Operations Manager will support departmental managers in overseeing the operations of all day to day activities across the Aston Villa Foundation project and delivery portfolio. The post-holder will form part of the Foundation's Senior Management Team, making a significant contribution to the Foundation being a professional and effective organisation, delivering excellence and impactful work in the local community.

Main Responsibilities and Accountabilities

- Line management responsibility of departmental managers including (for example) Football in the Community, Health, Disability, Young People and Interventions department managers
- Ensure departmental managers are appropriately supported and led in all areas of their respective line management duties of full-time and part-time staff
- Oversee all HR processes relating to delivery staff including (but not exclusively) recruitment and selection, supporting workforce development, staff timetabling, supervision and objective setting
- Lead a coordinated programme of regular departmental staff meetings, ensuring project planning and delivery is aligned with the Aston Villa Foundation strategic and business plans
- Sit on the Foundation's Senior Management Team taking an active role in contributing the development of the Foundation strategy, project development and execution of business plan objectives
- Meet responsibilities to the board of trustees in terms governance, executing the processes and controls which ensure that the organisation manages risk effectively, complies with relevant legal and regulatory requirements, protects and safeguards its people and participants, and carries out its business in a controlled manner
- Lead on critical business functions such as human resources, health and safety, safeguarding, ensuring compliance with Aston Villa Foundation policies, legislation and best practice
- Ensure that the Foundation's structures, management processes and controls are operating effectively, and its policies and procedures are fully complied with on a day to day basis
- Support departmental managers in all aspects of budgetary management, including budget setting, monitoring and adherence to the financial controls policy
- Lead on the execution of quality assurance processes and procedures, working alongside the Workforce Development Manager on QA and staff training and development
- Collaborate with the equality, diversity and inclusion lead to ensure that equality and diversity is embedded across the work of the Aston Villa Foundation
- Any other reasonable duties and responsibilities which your manager or another senior officer of the Foundation asks you to perform

Key Skills & Experience

- Significant experience leading a team of full-time and part time staff
- Experience of working in the charitable/ non-profit sector
- A strong knowledge of targeted community engagement programmes and interventions across multiple sectors including sport, health, education and community development
- A demonstrable track record in overseeing the delivery of grant funded community-focused projects
- Experience in monitoring and evaluating the impact of community projects
- An excellent communicator with an ability to develop relationships with key stakeholders
- Experience of leading risk management controls including health and safety and safeguarding

Aston Villa Football Club is an inclusive institution that provides a welcoming environment to supporters, the local community, customers, employees, contacts and competitors. We want to ensure that the Club and all its subsidiaries are free from discrimination of any kind, embracing all regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex (gender), religion or belief.