

	<h2>Job Description</h2>	Ref no: WFSMJDT
		Authorised: Penny Goodwin
		Date: 19/07/2017
		Version: 1
		Location: Company Drive (Z)

<b>Job Title:</b>	Operations Manager (Reuse)
<b>Responsible to:</b>	Chief Executive Officer
<b>Responsible for:</b>	Developing and Managing Wastesavers reuse operations in Newport (furniture/IT) and the surrounding area, accessing relevant funding streams, developing volunteering and social work programmes for deprived communities.
<b>Location/departments:</b>	Newport
<b>Salary:</b>	£28,203 – 29,854 SCP 32 – 34 (depending on experience)
<b>Hours of work:</b>	8.30am – 5pm Monday – Friday – Full Time
<b>Benefits:</b>	28 days holiday per year (inc BH), 3% employer contribution pension scheme
<b>Deadline:</b>	18-8-17
<b>Interview Date:</b>	24-8-17
<b>Application:</b>	CV and application form

### Detail

Wastesavers is a third sector recycling group that offers a range of recycling, reuse, education and training services in South East Wales, based around waste management and recycling. We are an environmental organisation whose aims are to reduce the amount of material going to landfill and to benefit the local community of Newport.

We are looking for an enthusiastic individual to join our team. This person will be responsible for managing and developing the current reuse operations run by Wastesavers at our Reuse sites in Newport and Llantrisant. This will include management of a team of 11 staff and multiple volunteers from a wide variety of backgrounds, working varied hours and at three different locations.

The right candidate will be educated to a high standard, be an excellent personal communicator and be able to 'think outside the box' when it comes to traditional reuse activities. They will have a proven record of managing people and be a strong leader with vision and motivational skills. They will be experienced at developing new initiatives and applying for funding. They will have experience of operating within a quality management system and be able to balance the importance of process and people. Most importantly they will be dedicated to improving our local community and helping to break down barriers and improve opportunities for those in the local area and beyond.

## **Duties and Responsibilities**

- Manage a team of 11 employed staff and a number of volunteers across a number of sites in South Wales.
- Provide strong leadership and guidance to staff and volunteers
- Manage current contracts with private, public and third sector bodies and seek new opportunities for reuse and recycling
- Manage volunteers and prisoners on placements - providing meaningful work experience.
- Develop different reuse streams for the project in order to generate income and divert material from landfill
- Develop working relationships with stakeholders, third sector organisations, private sector and public sector groups
- Develop social programmes to support those people in Newport living in material poverty, using waste as a resource specifically through the vehicle of furniture reuse and computer recycling.
- Manage staff to increase the amount of material generated for reuse, specifically furniture and computers through tailored business development.
- Generate income to provide sustainable employment with a social enterprise mindset.
- To ensure both projects remains community and people focused at all times
- Continue to maintain our ISO 9001,14001 and 18001 standards at all sites under your remit
- To be our nominated individual for CRB checks/the Disclosure and Barring service.

### **Other:**

- To comply with individual responsibilities, in accordance with your work role for health and safety in the workplace
- To report regularly to the Chief Executive Officer and board of Trustees
- To carry out any other reasonable management requests

This position will require travel throughout South East Wales, and will involve flexible working, including planned weekend and bank holiday working.

Successful candidates will be required to undertake an Enhanced Criminal Records Bureau Disclosure

Successful candidate will have a clean driving licence and access to a car.

## Person Specification

### Skills and Experience

People management	Essential
Strong leadership skills	Essential
Experience of operating under a recognised management system	Essential
Excellent verbal and written communication skills	Essential
Ability to solve problems quickly and efficiently	Essential
To work well under pressure	Essential
Excellent organisational skills – both project and personal	Essential
Excellent level of computer literacy and familiarity Microsoft packages including Word, Excel and Powerpoint	Essential
High level of numeracy and literacy skills	Essential
Proven project management skills	Essential
Experience of income generation and working to tight budgets	Essential
Full clean driving license and access to a vehicle	Essential
Demonstrable successful in funding applications	Desirable
Experience of coaching and mentoring	Desirable
Experience of developing volunteer programmes	Desirable
Educated to degree level or above	Desirable
Experience of working with open prisons	Desirable
Demonstrable experience of business development	Desirable

### Knowledge and Understanding

Understanding and interest in the reuse sector and recycling	Essential
High level of emotional intelligence	Essential
Understanding of the Third Sector and its working parameters	Essential

### Behaviours

Drive for improving the lives of local people through improvements in the living conditions of Newport residents	Essential
Drive for company improvement and development	Essential
To be driven by social and local community improvement	Essential
Innovative and Enthusiastic	Essential
Confidence in communicating, both written and verbal	Essential
Flexible and adaptable	Essential
A willingness to learn and improve own performance and skills	Essential
Must be able to work in high pressure situations	Essential
An ability to work with, people from all backgrounds and in all circumstances in a polite and sensitive way, including people from ethnic and religious groups.	Essential