



Vacancy

Job Title: Operational Manager

Location: Malvern, Worcestershire

Salary: Negotiable

Job Type: 12 month rolling contract

ARCOS exists to improve the quality of life for children and adults who have communication and/or eating (swallowing) problems. Based in the West Midlands, we have a Resource, Training and Therapy Centre and operate a nationwide outreach service.

We are seeking an Operational Manager who will be responsible for the management of the organisation on a day-to-day basis according to the strategic direction as communicated by the Clinical Services Director and set by the Board of Trustees. In addition, the post-holder will support the Clinical Services Director in the following areas:

- Therapy and Training Services
- The SMILE Project
- Administration and Accounts
- Fundraising
- Housekeeping and Maintenance

The post will be based at the ARCOS Resource Training and Therapy Centre in Malvern.

The ideal candidate will have the following qualifications, training and experience:

- Degree or equivalent in Leadership and Management
- Excellent educational background
- Business or finance qualification NVQ level 4-5 or equivalent
- Previous experience of running a small business
- Human resource management techniques
- Experience of working within strong compliance and regulatory environments
- Experience of working in the health and social care sector with an understanding of the therapy profession and changes to systems influencing them in the UK
- An understanding of health, education and social systems that are in place, the changes they are experiencing and influences responsible for those changes
- Experience of working in a charity or not for profit environment
- The post holder is required to have enhanced DBS clearance

For an application pack or further information, please email: admin@arcos.org.uk, visit the ARCOS website: www.arcos.org.uk or telephone: 01684 576795. On the website you will find a full job description and specification.

To apply for this position, please forward your CV and covering letter to admin@arcos.org.uk