



Operations Director – The Titus Trust (full time)

Role Purpose: The Operations Director, in collaboration with the trustees and the camp group leaders, supports all the practical aspects of the holiday ministries and plays a key role in the development of the strategic vision of the Trust.

The role is to provide professional support to the trustees and camp groups, and to leverage those areas that can be addressed as a Trust, rather than as individual camp groups. This involves supporting good governance and the operation of the camp groups.

Camp Group or Team: Titus Trust

Line Manager: Chairman of Trust (or a trustee in their place)

Location of Role: Flexible – ideally London, Oxford or Manchester with some remote working and some travel to these sites.

Salary: From £45k depending on experience

Occupational requirement to be a Christian.

Responsibilities of the Role:

The Operations Director will usually be the first port of call in any crisis and will usually have a key role to play in co-ordinating the Trust's response. The following are the main more routine areas of responsibility.

3.1 Secretary to the Trustee Board

- Ensure the board is properly served in its work, and that this support enables it to effectively fulfil its governance duties - including by organising meetings, agendas (in consultation with the Chair) and other paperwork in advance and then maintaining proper minutes too.
- Ensure reporting requirements are fulfilled to Companies House, Charity Commission and other statutory bodies
- Ensure that those actions which are agreed by the board are carried through effectively – this will often be achieved by working alongside the Camp Group Leaders in the Executive Committee

3.2 Fundraising

- Work with the Treasurer, Finance Manager and others to ensure the Trust deploys the necessary fundraising initiatives to enable it to fund existing work and develop new work including regular Supporter Events

3.3 Communication

- Ensure the Trust communicates effectively with its supporters using various media
- Oversee the production of regular supporter communications including Annual Report and Summer Review.
- Develop and maintain links with partner organisations including CRNET through regular meetings and working together on common projects
- Work with PR advisors and other partners on reputational issues
- Handle media requests and draft media statements with PR advisors

3.4 Finance

- Responsible for the production of the Trust's statutory accounts and year-end reporting with the support of the Treasurer and Finance Manager. This includes liaising with the external auditors.
- Ensure the Trust is effectively administering its finances and meeting its obligations, through the work of the central and camp group administrators.
- Ensure managerial reporting is fit for purpose and positively contributes to the running of the Trust
- Look to leverage Trust-level purchasing where this is possible and strategically wise
- External stakeholder management of auditors

3.5 IT and Digital

- Ensure the Trust has the right IT platform and resources to meet its needs, and that these are effectively maintained and supported
- Ensure data security via appropriate policies, training and insurance
- Enhance the Trust's use of digital as a means of interacting and communicating with campers, parents, and supporters

3.6 Human Resources

- Support the hiring and induction of staff including development of job descriptions, advertising jobs, interview processes all following safer recruitment guidelines
- Enhance our HR policies and procedures where required by law, good practice, or the operation of the Trust ensuring staff contracts and staff handbook are updated regularly
- Work with the trustees to ensure the Trust provides well for its staff including staff welfare, line management and annual reviews
- Through the Executive Committee, oversee the training and development of staff including organising regular Trust wide staff meetings.

3.7 Legal and Risk

- Ensure the Trust is legally compliant
- Ensure the Trust is adequately insured
- Actively manage the Trust's risk assessment framework
- Be the central managerial contact point for managing legal and reputational risk
- Act as Trust's leader in matters relating to data protection and GDPR
- External stakeholder management of solicitors

3.8 Safeguarding

- Ensure the Trust fulfils its obligations in this area both legally and operationally including keeping policies, recruiting practices, and reporting processes up to date
- Oversee Safeguarding Coordinator as he responds to concerns raised during camps
- Support Safeguarding Coordinator in his role as the main point of contact for external bodies (e.g., LADOs, and Diocesan Safeguarding Officers) on all safeguarding matters as they apply to the Trust
- Work with the Safeguarding Coordinator and Safeguarding Trustee to handle major safeguarding issues as they arise

3.9 Managerial Processes and Policies

Provide professional help and guidance to the organisation so that its managerial processes and policies can be enhanced where there is a need to do so, or where this would generate a beneficial outcome. This includes supporting ExecCom in organising minutes and keeping records.

3.10 Manage the Centre Team

Oversee the centre team ensuring it provides effective support to the trustees and camp groups.