



RIDE HIGH

Operations Manager

Employer	Ride High
Location	Milton Keynes
Salary	Up to £28,500 depending on experience
Contract type	Flexible Full Time
Contract term	Permanent
Job Posted	8th January
Closing date	22nd January
Visits for shortlist	23 – 28th January
Interviews	29- 31st January
Job starts	As soon as possible

Ride High changes the lives of Milton Keynes most disadvantaged children. Since inception in 2008 we have created a unique programme which uses horses and an associated programme of associated clubroom activities, educational trips, one to one mentoring and volunteering. This develops children's literacy, social skills and delivers a step change in self confidence and aspiration. What sets us apart is our long term approach - we believe that changing attitudes, behaviours and self belief takes time and the majority of the children will come to us every week for up to a year.

The results we achieve are remarkable, over 90% of our leavers are in full time school, in college or are in work experience and are thriving. Ride High works with 80 children a week.

We are looking for an Operations Manager who will report to the CEO. The main purpose will be to be responsible for ensuring that the Ride High Centre operates effectively and efficiently to support the work with the children. This will involve managing the centre's office, non teaching staff and volunteers. This person will also be responsible for evaluation of the charity's work with children and reporting on efficacy.

It is envisaged that this role may grow and there may be opportunities for the right candidate to take on more responsibility in due course.

Job Element	Detail
Job Title	Ride High Operations Manager
Reporting to	Chief Executive
Location	Ride High Centre, Milton Keynes
<p>Primary Purpose</p> <p>To be responsible for the operational aspects of the Ride High Centre so that it operates safely, effectively and robustly in order to deliver benefit to the children in line with the overall objectives, values and ethos of the charity.</p> <p>To demonstrate the impact that Ride High has on children in a way that is measurable and understandable for internal and external stakeholders</p> <p>Secondary Purpose</p> <p>To be responsible for the wellbeing and activities of the children when the Children’s Manager is on holiday or otherwise absent.</p>	
<p>Duties and responsibilities</p>	<p>Strategy</p> <ul style="list-style-type: none"> • To help define success criteria and outcomes for the Centre • To help define the one year and three year plans for the Centre and track progress against achievement of these. <p>Operational delivery</p> <ul style="list-style-type: none"> • Direct line management of non-teaching Centre staff (admin and drivers) to ensure a highly efficient office function which supports the work with the children. • To work closely with the Children’s Manager to create an efficient, effective, cohesive and happy team • Dotted line management of teaching staff to cover Children’s Manager’s absence • Managing the efficient and safe operation of the Centre and its environment including infrastructure e.g. development of and compliance with RH policies, risk assessments, safeguarding, contingency planning, data protection compliance. • Budget management, planning and control of invoicing • IT systems management and development • Monitoring the evaluation of the charity’s work with children and reporting to the trustees on how the charity is meeting its objectives. • Overseeing the daily operation of the children’s programme when the children’s manager is away. • Working with children when required.
<p>Essential Requirements</p>	<ul style="list-style-type: none"> • Experienced people manager with a strong track record in maintaining cohesive teams which deliver results.

	<ul style="list-style-type: none"> • Considerable experience working with children and young people • Experience in: <ul style="list-style-type: none"> - managing a department including budgets - managing an office - strategic planning and implementation - management reporting • Excellent communication skills, particularly in written work
Desirable Requirements	<ul style="list-style-type: none"> • Experience working with disadvantaged and troubled children • Have worked in at least one of the following areas: teaching/social work/youth work/police/probation/offending/health/care • Horse knowledge or experience
Scope	<ul style="list-style-type: none"> • Full time including working until 7pm, 1 or 2 days a week
Salary	<ul style="list-style-type: none"> • Salary: c. FTE up to £28,500 depending on experience