



Job Description

Post Title:	Operations Manager for the Luton VCS Consortium
Location:	Hybrid working model (from Head Office in Bedford and home) plus frequent travel in Luton and across Bedfordshire
Salary:	£12,305 - £14,766 per annum (£30,762 FTE)
Hours:	15-18 hours per week – flexible hours around essential quarterly reporting periods Job share considered
Responsible to:	CEO (and Board of Trustees) at Autism Bedfordshire
Responsible for:	None
Interview Date:	TBC

Background

The Luton VCS Consortium is a group of 6 voluntary and charitable organisations that provide short break services for disabled children and young people (aged 0-25) who live in Luton. Autism Bedfordshire is the Lead Body for the Consortium and is responsible for the management and administration of the Consortium.

The Consortium's members provide a wide range of high quality and flexible services including: after-school clubs; weekend clubs; holidays clubs; and other activities and trips. Our 300+ users include those with autism, learning disabilities, sensory impairments, physical disability, and profound and complex needs.

The Consortium receives funding of over £260,000 from Bedfordshire and Luton Community Foundation. This funding is part of Luton's Community Investment Fund which is provided by Luton Rising (formerly London Luton Airport Ltd).

Job Purpose

The Operations Manager's role is to oversee the management of the VCS Consortium, including:

- Helping to secure funding for the Consortium
- Managing the Consortium's Service Level Agreements and the allocation of funds to Consortium members
- Ongoing monitoring of the Consortium's spending and budget
- Providing the quarterly analysis of the Consortium's short breaks data
- Preparing quarterly reports on the Consortium's work, and the Consortium's Annual Report
- Leading on promotion of the Consortium using different publicity channels
- Arranging quarterly meetings with Consortium members
- Promoting quality and good practice in the Consortium including undertaking annual quality reviews
- Liaising with BLCF, Luton Rising and Luton Borough Council on the Consortium's work
- General liaison with, and support for, individual Consortium members

Key Working Relationships

Within Autism Bedfordshire

Chief Executive Officer
Data Administrator
Chief Operations Officer

VCS Consortium Members

Service Managers

Bedfordshire and Luton Community Foundation

Relationship Manager

Luton Borough Council

SEND Improvement Lead
Service Manager for Children with Disabilities
Children, Families and Education Performance Analyst

Key Responsibilities

1. Operational

- To project-lead and co-ordinate services offered by VCS Consortium members
- To maintain an independent perspective - as Autism Bedfordshire allocates as well as receives funds
- To create and maintain accurate records for Consortium members including Consortium Partnership Agreement, Consortium policies and procedures, Service Level Agreements (SLAs) etc
- To analyse quarterly data returns and reconcile with the service requirements of the SLAs, identifying reasons for any surplus or deficit in service provision and establishing variation agreements with Consortium members as required
- To manage relationships with Consortium members, including annual visits for service and performance reviews, to ensure the provision of quality services within the Consortium and to meet the Community Investment Fund's project outcomes and priorities
- To schedule and attend quarterly Consortium meetings and follow-up actions
- To identify shared good practice and promote and develop this with Consortium members
- To arrange progress update meetings with the BLCF Relationship Manager
- To report to the Autism Bedfordshire CEO on progress, development, activities and data returns from Consortium members
- To collate Consortium members' services and financial reports, in order to produce the Consortium's Annual Report for BLCF, LBC and other interested parties
- To design publicity material to promote the Consortium using different channels
- To promote Safeguarding, Equal Opportunities, Health & Safety etc across all Consortium members
- To help facilitate Consortium members in obtaining feedback from children and parents accessing the services

2. Funding/Finance

- To maintain and manage the Consortium budget
- To assess Consortium members' funding applications, as part of an Assessment Panel, and decide funding to be awarded
- To draw up SLAs for successful applicants and ensure they are signed and kept with each member's records
- To maintain the Provider Payment Schedule and arrange timely payment of funds to successful applicants' bank accounts
- To secure future funds from BLCF through liaison with Consortium members and the BLCF Relationship Manager
- To seek opportunities for external funding to support the Consortium

3. Development

- To map current service provision to ensure Consortium members are responding to the needs of the community through providing appropriate services, and to identify any gaps in provision
- To facilitate development of Consortium provision through discussions with Consortium members and other stakeholders
- To promote the services of the Consortium
- To identify new Consortium membership

4. Other

- To be up-to-date in the understanding and implementation of Autism Bedfordshire's policies and procedures and as the Lead Body, promote good practice across VCS Consortium members including Safeguarding, Health & Safety etc
- To represent Autism Bedfordshire in communication with partner agencies and in attendance at various meetings.

Safeguarding

Autism Bedfordshire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults in its care. To ensure that this is achieved we expect all employees to share this commitment and staff working with these vulnerable groups will be recruited and selected in line with safer recruitment policies and practises.

Equal opportunity and diversity

Autism Bedfordshire is an equal opportunities employer. The aims of the equal opportunities policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Variation

The duties of the post may be subject to variation from time to time. However, changes will only be made in consultation with the post holder.

Person Specification – Operations Manager for the VCS Consortium

Listed below are the requirements of the job in terms of what the candidate will need to offer to be able to perform the job in the first instance. The cross (X) indicates whether these requirements are essential or desirable.

Experience	Essential	Desirable
Experience of working/managing in the voluntary sector	X	
Experience of managing business relations and negotiations via telephone, e-mail and face to face meetings	X	
Experience of working in collaboration and partnership	X	
Experience of report writing	X	
Experience of financial management	X	
Knowledge		
Knowledge of disability, including autistic spectrum conditions		X
Knowledge of the role of the voluntary sector	X	
Knowledge of financial management	X	
Skills and Attributes		
Excellent interpersonal and communication skills – verbal and written	X	
Excellent analytical skills and attention to detail, particularly with regard to data	X	
Ability to assimilate complex information into high quality, clear reports	X	
Ability to build, manage and develop successful and collaborative relationships / partnerships to achieve positive outcomes for all concerned	X	
Ability to work under pressure with minimum supervision	X	
Ability to use own initiative within delegated authority	X	
Ability to work collaboratively as part of a team	X	
Excellent time-management and organisational skills to prioritise work and meet deadlines / targets	X	
Sound project management and financial planning / budgeting skills	X	
Strategy development skills		X
Good record keeping skills	X	
Ability to motivate self and others	X	
Willing and able to work flexibly	X	
Excellent IT skills including Microsoft office packages (Word, Excel, Powerpoint, Publisher)	X	
Car Owner and Clean Driving Licence	X	
Qualifications		
A level or equivalent	X	
Management Qualification/Training		X
Further Education Qualification		X
Safeguarding		
DBS required (Autism Bedfordshire will provide this)	X	

	Regular	Occasional
Work related Travel		
Full driving licence with use of a car and willing to drive is essential	x	
Health and Safety/Risk assessment		
Visual Display Equipment – regular use	X	
Risk assessments of Providers	X	
Working alone		X