**RETAS Leeds**

**Job Description**

**RETAS Operations and Development Manager**

**Salary and contract details**

* **NJC point 33 (£29,909)** full time post (35 hrs per week)
* **Job location:** RETAS Leeds, 233-237 Roundhay Road, Leeds, LS8 4HS
* **Accountable to**: RETAS CEO
* **Duration:** 18 month Fixed term contract

“**People with lived experience of migration with relevant skills and experience are strongly encouraged to apply”.**

# Main Responsibilities

* Work in partnership with the RETAS CEO and the leadership team to direct the strategic development of RETAS-Leeds
* Line-manage Advisors, Learning Manager and Volunteer Co-ordinator
* Monitor performance against targets and deliverables for all contracts and funding agreements
* Manage the 28 Day Transition project: line managing the delivery staff, co-ordinating the project and writing reports.
* Support employee activities and provide guidance where needed
* Encourage a cohesive and inclusive work environment and culture for all employees
* Work with the CEO to ensure that RETAS is a healthy and safe place for everyone by leading on the assessment and management of risk
* Work with project managers to coordinate staff schedules, training and induction
* Provide management cover for the charity CEO when he is away from the office in external meetings and on annual leave
* Provide occasional support and advice to service users
* Carry out Internal Audits to quality assure systems and processes
* Liaise with the landlord to ensure building and equipment is fit for purpose and meets compliance standards. This includes IT, phone systems, office organisation, storage and building maintenance and safety
* Produce monthly and quarterly contract management reports
* Work with the CEO on the development of fundraising for the ongoing sustainability of RETAS Leeds
* Hold prime responsibility for writing funding bids to grant awarding bodies and trusts and develop unrestricted funds.
* Be responsible for the production of regular newsletters and publicity relating to RETAS services and achievements