



## **Development & Operations Manager**

**Salary: £28.5 - £34k**

**Hours: 37 hours per week (flexible working on negotiation)**

**Location: Doncaster College**

**Closing date: Rolling Recruitment**

**Start date: ASAP**

Active Fusion has a rare and exciting opportunity to join its ambitious charity that makes huge and positive impact to children's lives. We are looking for an experienced individual to lead our Operation Management. Working as part of the Senior Management team you will lead the day-to-day operations of Active Fusion, ensuring efficient and effective service delivery. This role involves strategic planning, resource management, and continuous improvement of operational processes to support the organisation's mission and goals.

This is an exciting opportunity to develop the charity that will enable us to help support and change more young people's lives.

### **Why work for us?**

At Active Fusion, we're more than just a charity, we're a team passionate about making a lasting impact on the lives of children and young people. By joining us, you'll be part of a mission-driven organization that enhances mental health, physical well-being, and life prospects for over 30,000 young people annually. We take pride in fostering a joyful, nurturing environment, where diversity and collaboration fuel our success. Whether working from our vibrant headquarters in Doncaster or remotely, you'll be part of a supportive, dynamic team committed to passion, joy and nurture.

### **Our Benefits:**

- A competitive salary of £28.5k - £34k, reflecting your experience and expertise.
- The opportunity to make a real difference in the lives of children and young people.
- A positive, inclusive workplace where your contributions are valued and celebrated.
- Generous holiday allowance of 33 days of annual leave to recharge and refresh.
- A chance to work with a passionate and supportive team.
- Flexibility with remote and in-office working options.
- Ongoing professional development opportunities.
- A role where you can shape the future of a growing charity and its impact on communities.

### **Key Responsibilities:**

- Oversee the strategic management of new educational programmes including reporting on contracts for grant funded programmes.



- Lead the development and implementation of the operational plan in line with Active Fusion's Business Strategy to enhance productivity efficiency and growth.
- Manage and coordinate operational activities across the charity including staff programming and mapping across all provision.
- Responsible for project specific budget management and resource allocation.
- Ensure compliance with health and safety regulations, GDPR and safeguarding responsibilities and organisational policies.
- Monitor and evaluate operational performance, identifying areas for improvement.
- Lead risk management, keeping both internal controls and external risk reporting up to date.
- Collaborate across the charity to support programme management, delivery and organisational initiatives.
- Implement and manage procurement and inventory management.
- Prepare and present operational reports to senior leadership and the Board of Trustees.
- Develop and manage the Customer Relationship Management (CRM) system to enhance customer and donor engagement and data management.
- Lead the development and implementation of monitoring and evaluation frameworks to support strategic reporting and decision-making.
- Oversee IT systems to ensure they support the organisation's operations and strategic goals.
- Support Senior Leadership team with any other areas deemed necessary for the successful running of the charity.
- Foster and maintain strong, transparent communication with all internal staff and external partnerships to keep them informed, engaged, and aligned with the organisation's goals and vision.

### **Experience and Qualifications:**

- Bachelor's degree in Sports Development, Business Administration, Operations Management, or a related field.
- Proven experience in operations management, preferably in the non-profit and/or education, sport sector.
- Strong leadership and team management skills.
- Excellent organisational and problem-solving abilities.
- Proficiency in budget management systems.
- Knowledge of health and safety regulations.
- Strong communication and interpersonal skills.
- Ability to work under pressure and manage multiple priorities.
- Experience in CRM development and management.
- Experience in conducting internal training sessions.
- Experience in developing and implementing monitoring and evaluation frameworks.

### **The successful candidate will demonstrate:**



- Excellent work ethic and attention to detail.
- Superb time management.
- Adaptability.
- A positive attitude to work and be a role model within communities.
- A willingness to work as a team but also individually.
- An appetite to learn and develop personally and professionally.
- All the Active Fusion values in the way that they work and live.
- Be able to travel independently to various location across South Yorkshire

### **Successful applicants will be offered a contract subject to:**

- A clear enhanced DBS Check.
- Two satisfactory references.
- A full driving license and having primary access to a vehicle (as travel between venues is required).

### **Apply now**

Please send a completed copy of your application form along with a CV to [recruitment@activefusion.org.uk](mailto:recruitment@activefusion.org.uk) Application forms can be downloaded from our website.

### **Further Information**

If you would like to know more information about the role then please email your query to [recruitment@activefusion.org.uk](mailto:recruitment@activefusion.org.uk)