

Job Description

Job title	Operations Manager Mockingbird
Accountable to	Head of Mockingbird Programme
Objectives	<p>To provide day-to-day management and development of the Mockingbird events programme.</p> <p>To provide day-to-day management of the Mockingbird monitoring and evaluation team.</p> <p>To provide day to day management of partner contracting and invoicing for the Mockingbird programme.</p> <p>To ensure learning from Mockingbird programme contributes to the development of both Mockingbird Programme and The Fostering Network .</p>
Hours per week	35
Location	Home based or Office based in either London, Cardiff, Belfast, Glasgow (hybrid)
Status	Permanent
<p>Disclosure required?</p> <p>(The post involves contact with children and/or access to confidential information about children and families)</p>	Yes

Responsibilities and accountabilities

1. Day to day management for the evaluation, data and research team
2. Day to day management of the Mockingbird Learning and Events Programme
3. Management of contracting with services with support from Finance Partner and Implementation Managers
4. Liaison with services in relation to contracting, invoicing, payments with support from Finance Partner and Implementation Managers
5. Share learning and collaborate internally with other TFN colleagues regarding data analysis, finance, events management
6. Manage Mockingbird pitch meetings for new business, fielding Head of MB Programme where appropriate
7. Managing the process and dissemination of evaluations
8. In collaboration with colleagues within the Mockingbird team ensure the ongoing sustainability and effective delivery of the programme across the UK
9. Other duties as required

Management

Management responsibility for project manager, finance partner and monitoring and evaluation manager. Overall management oversight of operation team.

Budget

Responsibility for the effective management of the operations budget and work plans within financial procedures and processes and ensuring full compliance with audit and financial procedures and regulations.

General Statement

It is the nature of The Fostering Network that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description.

Person Specification

Our Values

As an organisation, we believe that we make a difference to foster care and our people values are expressed in the work that we do:

We are TRUSTED

We are TOGETHER

We are VITAL

Knowledge and Experience

- Educated to degree level or equivalent.
- Good understanding of legislative framework and good practice in foster care.
- Substantial experience of staff, budget and project/ programme management and business development.
- Experience of project development and management of large scale projects and events
- Experience of supporting and developing monitoring and evaluation programmes.
- Experience of supporting and developing internal and external programme communications.
- Experience of operating at a senior level with internal and external audiences and an ability to engage and influence a variety of stakeholders.

Desirable

- Management and/or leadership qualification

Skills and abilities

- Ability to understand, analyse and manage budgets.
- Ability to think and plan strategically and deliver implementation.
- Excellent interpersonal and relationship management skills.
- Ability to communicate, both verbally and in writing, with a wide range of stakeholders at all levels.
- Ability to problem solve and apply sound judgement at all times.
- Ability to work independently and as a member of a team.
- Ability to lead, motivate, inspire and manage staff.
- Highly organised with an ability to prioritise, plan and work in a systematic way.
- Good IT skills.
- Commitment to equal opportunities.
- Willingness to be flexible in response to the reasonable needs of the organisation, to take on appropriate new responsibilities and prepared to work flexible hours with and willingness to travel and commit to occasional overnight stays.

Additional Information
Pay and conditions of service

Band	Band 4/E
Salary	£42,000 - £47,000 p.a
Annual Leave	25 Days plus 5 Fostering Network days (pro rata, as necessary).
Probationary period	6 calendar months.
Notice period	Twelve working weeks One week during probationary period.
Hours of work	35 per week
Pension	Optional. Money-purchase scheme and salary sacrifice option is available with AEGON: Employee contribution is 3% of gross annual salary Employer contribution is 5% of gross salary.
Season Ticket Loan	An interest free season ticket loan is available to all staff immediately.
Trade Union	The Fostering Network recognises the trade union Unite and members of staff can join if they wish.