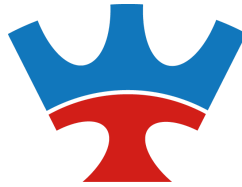


**Wheely Tots
Operations Manager**

Wheely Tots believes that all children, families and communities should be healthy, confident and resilient.

Role	Operations Manager
Purpose	<ul style="list-style-type: none"> ● Lead on the delivery of our new business plan and make our vision happen ● Support the CEO & wider team as the organisation grows
Commitment	<ul style="list-style-type: none"> ● 18-24 hours per week over 3-5 days (can be worked flexibly) ● DBS check required
Tasks	<ul style="list-style-type: none"> ● Work with CEO, team members & volunteers on the development and delivery of a new online project to allow us to trade as a charity ● Oversee implementation of project management / workflow infrastructure ● Develop / streamline processes & systems ● Budget management ie. forecasting & target setting / monitoring / reporting ● Build relationships with external partners and represent Wheely Tots at certain meetings ● Lead on HR activity for existing team and new joiners ● Contribute to and learn to write funding applications
Competencies	<ul style="list-style-type: none"> ● Able to work alone or with a buddy ● Discreet and trustworthy with good organisational skills ● Flexible and adaptable with good administration skills ● Confident communicator by email, phone and video call ● Experience using Google Drive (or similar) ● Comfortable dealing with different people from diverse backgrounds and experiences ● Self-motivated ● Open to new ways of working and finding the most efficient way to do things ● Managing budgets of up to £200k including forecasting & monitoring
Location	<ul style="list-style-type: none"> ● Home based, managed remotely ● Our office is based in Tottenham. Ideally we are seeking someone with knowledge of Haringey and its communities



What we can offer	<ul style="list-style-type: none">• This role offers the opportunity to play a key role in the leadership and growth of a small charity with big plans• We are keen to try new things and open to new ideas so you can make this role your own and grow with us• IT equipment for home working• Access to training in: project management, comms and marketing, volunteer management, fundraising, finance and accounting, Excel, first aid, ride leader training, bike maintenance, route planning• Learn from our volunteers who bring incredible expertise and time• £500 training budget
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We will provide an induction to our processes and procedures relevant to this role.

Wheely Tots are an equal opportunities employer and welcome applications from all. We do not discriminate based on, but not limited to, the following; age, education, disability, gender identity, partnership status, parental status, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Pay: Wheely Tots is a London Living Wage employer. The salary for this role is £25,000 to £35,000 per year pro rata for hours worked dependent on experience.

How to apply.

To apply for this role, send your CV and a cover letter to info@wheelytots.com using Office Manager Application as the title. In your cover letter explain why you're applying and what you hope to learn from working with Wheely Tots.

As an alternative to a cover letter, you can tell us about your skills and experience via a video (up to three minutes).

We are accepting applications on a rolling basis.