



Operational Manager (Post Reference PR128)

Hours: 35 hours per week
Salary: SCP26 £34,834 to SCP28 £36,648
Contract: Permanent
Location: Carers Leeds offices in Leeds
Closing date: 11th August 2024
Interview date: 22nd August 2024

Vision

Our vision at Carers Leeds is that all unpaid carers in our city are recognised, valued and supported to live a fulfilling life.

Mission

Carers Leeds wants to improve the lives of unpaid carers across the city. We provide information, advice and support to unpaid adult and parent carers in Leeds. We aim to influence others to act and create positive change for unpaid carers.

About us

3 in 5 of us will provide unpaid care at some point in our lives. Carers Leeds believes all care counts.

What is an unpaid carer?

An unpaid carer is someone who provides help and support to a family member, friend or neighbour who couldn't manage without their help. This could be due to illness, disability, mental health problems or substance misuse.

What we do

Established in 1996, Carers Leeds is a charity that provides information, advice and support to unpaid adult and parent carers across our city. This includes our Advice Line, carers support groups, one to one support and support in hospitals. Some of our services are universal – open to all carers – and some are targeted at specific groups of carers. Our services are provided to communities throughout Leeds.

We work in partnership with others to deliver our service and to influence them to act to benefit unpaid carers. This involves those working in health and social care and employers.

Brief Role Description:

Operational Managers at Carers Leeds play a crucial role in managing a dedicated team, overseeing projects and the delivery of our service. The successful candidate will work with other Operational Managers and the Senior Management Team to support the delivery of Carers Leeds strategic aims. This postholder will manage the busy Carers Leeds Advice and Information Team, ensuring that referrals are managed in a timely and coordinated manner. The position will require strong leadership skills, a creative and strategic mindset, and a deep commitment to our core values.

Key Duties and Responsibilities:

- To lead, inspire and manage a team of Carer Support Workers and volunteers, and the service they provide.
- To oversee the planning, implementation, and evaluation of a range of projects
- To work with senior management and colleagues to develop and implement our strategic plans and the organisation's goals

This post is subject to a satisfactory a DBS check.

Excellent terms and conditions including:

- 25 days annual leave plus bank holidays (pro rata for part-time)
- Flexitime
- Hybrid working (part home/part office based)

To apply please visit <http://www.carersleeds.org.uk/vacancies>

Please submit online applications only. Please, no agencies or CVs

Carers Leeds celebrates diversity and strives to be an equal, diverse and inclusive organisation. We welcome applications from all sections of the community. Groups currently under-represented in our workforce are black, Asian and Minority ethnic groups, people with disabilities, younger and older workers, men and transgender people.

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