



BIRMINGHAM BUDDHIST CENTRE

## **Operations Manager Job description & Person Specification**

Members of the Birmingham Buddhist Centre team are employed to do what needs to be done at the time. However, all have particular areas of responsibility.

This role is to ensure the charity stays afloat - through disciplined financial management, robust systems and compliance with legal and regulatory requirements. In carrying out these tasks, the appointee would work closely with volunteers, other team members and the Trustees especially the Treasurer.

After a settling-in period, it's likely that there will be scope for other projects and responsibilities to be taken on by this team member - such as volunteer management, fundraising or another project according to the needs of the Centre and the interests of the team member.

Typically this role includes (but may not be restricted to):

### **1. Managing the finances of the Centre**

- Oversight of accounting processes
- Administering the payroll
- Overseeing pension contributions, investments, bank accounts and reconciliations
- Managing cashflow
- Budgeting and reporting
- Submissions to the Charity Commission

### **2. Taking oversight of income, business and contracts**

- Overseeing bookshops and bookshop volunteers
- Ensuring insurances are in place and up to date
- Looking after the Centre car
- Purchasing of equipment and supplies
- Developing new income streams
- Convening the income-generation group

### **3. Managing the residential properties**

- Holding landlord responsibilities for the 3 communities and 6 flats.
- Managing the annual rent review
- Managing mortgage repayments
- Mortgage renegotiation when needed

### **4. Development and implementation of policies and ensuring our legal obligations are met**

- Staying up-to-date with Charity Commission requirements

Oversight of HR and recruitment  
Managing IT  
Oversight of the library and library volunteers

## **5. Assisting other members of the Centre Team (as the need arises and time permits)**

Helping with housekeeping and reception  
Volunteer recruitment and support

## **6. Other**

Participating in the collective decision-making of the Centre Team in the spirit of Team Based Right Livelihood for the effective running of the Buddhist Centre

Participating in weekly Team Meetings and periodic Programme Meetings, annual team/trustee days and Sangha retreats.

Occasional opening and locking up the Buddhist Centre as arranged within the Centre Team

Taking part in cooking lunch and out-of -hours phone rota.

Every team member is also encouraged to participate in some Sangha facing activities (such as classes) within their work time.

## **General information**

This is a full-time job based at the Birmingham Buddhist Centre. There is some scope to establish regular working hours and arrange occasional home working. Some work in the evening or at the weekend may be required from time to time.

The Buddhist Centre benchmarks the rate of pay according to the Government's National Living Wage with a supplement available for team members with extraordinary needs, to be negotiated on an individual basis within budget limits. The Buddhist Centre participates in the NEST workplace pension scheme.

Annual leave is normally 6 weeks a year, plus public holidays if needed with a retreat allowance of £1500 per year.

The Operations Manager will be part of the Centre Team which also includes: Chair, Communications, Events and Carers Project Manager, Mitra Convenor for Men, Maintenance Manager and Centre Manager. The Centre Team is assisted by volunteers.

The Buddhist Centre promotes equality of opportunity but in this role there is a genuine occupational requirement for a Triratna Buddhist.

# **Person specification**

## **Essential**

**The successful candidate will have:**

### **An aptitude for and confidence with financial systems and information**

Willingness and confidence to learn about financial management of a small charity  
Willingness to learn about those areas in which they have no prior experience

### **Strong project management skills**

Competent IT skills and knowledge  
Effective administration skills

### **Excellent communication skills**

Ability to present ideas in a coherent and engaging way in verbal presentations  
Ability to write clear and succinct reports  
Ability to engage sensitively with tenants  
Ability to motivate/support volunteers  
Ability to create clear boundaries for themselves and with others around the work

**The successful candidate will be part of the Triratna Buddhist Community**

## **Desirable**

Experience of working for a charity (including legal and financial aspects)  
Experience with accounts package like Quickbooks or similar  
An AAT qualification