Business Manager

**Job description and person specification**

**Role** Business Manager

**Pay** B2: £38,274 - £45,156. RDS employees start at the first point on the scale. For roles where there are recognised recruitment difficulties or under other exceptional circumstances, a level of flexibility may be considered.

**Hours** 35 per week

**Employment type** Permanent.

**Closing date** 28 April 2024

**Reports to** Operations Director

**Direct reports** 0

Responsibilities

* Work with the Chair, CEO and Operations Director in support of good corporate/charity governance.
* Manage, coordinate, and schedule the regular cycle of Board and Subcommittee meetings, including agendas, papers, minute taking, and following up on action points.
* Proactively manage the organisational risk framework, risk management approaches, and risk registers.
* Operate as part of the Corporate Management Group, providing reports and insights on key aspects of corporate effectiveness and delivery.
* Proactively manage, lead and report on the development of the company’s CO2 strategy and initiatives, including support to the RDS Green Team.
* Work with the Operations Team to oversee the maintenance and updating of policies across RDS.
* Manage internal registers to ensure the smooth operation of work across RDS – including partnership agreements register, actions generated by committees and working groups, and others.
* Work collaboratively across the organisation to ensure that the Business Plan and Delivery Plan are monitored and prepare progress reports.
* Provide support and guidance on the management of our office facilities, and the health and safety of our colleagues at work.
* Take a view of the overall effectiveness and efficiency of the organisation and work to implement agreed improvements.

Person specification

**Knowledge, skills and experience**

* Experience of managing competing priorities with flexibility to adapt to changing business needs. **Essential**
* Ability to communicate clearly in writing and face to face with a range of colleagues and wider stakeholders. **Essential**
* Ability to develop positive working relationships and work successfully with a range of stakeholders at all levels in a multi-disciplinary environment. **Essential**
* Experience in successfully managing projects driving continuous improvement and managing risk. **Essential**
* Proficiency in IT including Microsoft Office Suite including Teams, Visio, Document Management Systems. **Essential**
* Knowledge or awareness of regulations governing charities or ability to learn or previous experience in a similar role in either the public or voluntary sector. **Desirable**
* Experience in supporting an organisation’s finances, either on payments or accounting. **Desirable**
* Knowledge of and experience in coordinating Health and Safety matters. **Desirable**

**Qualifications**

* Agile project management qualification, or equivalent experience. **Desirable**
* Health & Safety NEBOSH, IOSH or similar. **Desirable**