

JOB DESCRIPTION

1. JOB DETAILS

Job Title: Organisational Development Manager

Hours: 22.5 hours per week

Salary: £37,750 per annum pro rata

2. JOB PURPOSE

The post holder is responsible for identifying opportunities to build the capacity and increase the effectiveness of the organisation by facilitating the integration of operations, policies and processes across Braveheart programmes.

Responsible for evaluating organisational structures, advising management on the allocation of personnel and resources and facilitating effective and efficient procedures.

3. ORGANISATIONAL POSITION

The overarching aim of the Braveheart Association is to improve the health and quality of life for adults. Braveheart engages with local people to encourage them to take positive decisions about their health and wellbeing. Where possible we work with the communities to help them to help themselves.

The Organisational Development Manager will report directly to the Braveheart Manager. Regular progress reports will be prepared for the Braveheart Board.

4. DIMENSIONS

The Post holder is responsible for:

- Analysing business structures, procedures, processes and the utilisation of resources
- Reporting to the Braveheart Manager and recommending efficient and effective solutions for identified challenges
- Designing and implementing a variety of developmental initiatives, action plans, programmes and training materials
- Documenting processes, policy development, and preparing progress reports

5. KEY DUTIES/RESPONSIBILITIES

- To develop, review and take responsibility for the implementation of organisational policies and procedures, integrating and embedding these across the organisation
- To prepare reports for management recommending efficient and effective solutions for identified challenges

- To develop and implement effective financial and resource planning management systems
- To develop and implement a strong performance management and record keeping framework that supports clear and shared objectives
- To prepare reports, produce plans and keep records, monitoring and evaluating progress
- To carry out any other tasks related to the development of the organisation as may be necessary

6. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Essential

- A degree in organisational development or business administration
- A minimum of 2 years' experience of working in organisational development
- Extensive knowledge of capacity building strategies and skills development
- A track record of successfully implementing changes within an organisation
- Exceptional interpersonal, written and verbal skills
- Excellent leadership and collaboration skills
- A sound understanding of and commitment to the aims of the organisation

Desirable

- A qualification and/or experience in social enterprise
- Advanced proficiency in office and business administration software
- Third sector experience in finance and organisational development
- Ability to think strategically and innovatively