

July 2024

Vacancy



The Whiteley
Homes Trust

Director of Operations

40 hours per week

Up to £80K per annum



**Can you embrace our core values -
respect, integrity, ambition & involvement?**

If so, we would like to hear from you!

We are a charity that manages Whiteley Village retirement community, founded over a hundred years ago in Walton on Thames, Surrey, and the Village located in 225 acres of beautiful grounds and is a very special place to live and work.

About the role: As the Director of Operations, you will play a pivotal role in shaping the strategic direction of the Trust and driving operational excellence across all facets of our work. Your leadership will be instrumental in optimising our processes and enhancing our efficiency. You will be pivotal in the operational delivery and quality of our alms-house services provision. Operational responsibilities will include Housing and Community, Property and Estates, and Hospitality functions. As the Trust is a Housing Registered Provider, the successful candidate will need experience in this area.

You will have the opportunity to collaborate closely with a diverse and dedicated team of professionals who share your commitment to making a positive difference in the world. As part of the Leadership Team, you will be responsible for delivering the services in the Village and objectives of the long and short-term strategy for the Trust, as agreed by the Board of Trustees. The Leadership Team reports to the Board on a quarterly basis.

About you: You will have a blend of strategic acumen, operational expertise, and a genuine passion for social impact. The ideal candidate will have a robust background in social housing with experience in Registered Provider organisations and knowledge of alms-house organisations. You will be able to demonstrate a track record of success in leading complex initiatives, managing multifaceted teams, and fostering a culture of continuous improvement.

In this role you will need excellent communication and interpersonal skills, with the ability to build and maintain effective relationships with diverse stakeholders. The successful candidate must possess a degree or equivalent good general education and a professional qualification such as RICHS / CIH or IoH with knowledge of the RSH regulatory framework for landlords and registered providers.

What we offer: 40 days annual leave (including Bank holidays), excellent working environment, great learning & development opportunities, life assurance, pension, employee assistance programme, Blue Light Card and free parking.

We are committed to equal employment opportunity regardless of race, religion or belief, ethnic or national origin, disability, age, marital or civil partnership status, pregnancy or maternity, sex, sexual orientation or gender identity or gender reassignment.

The Whiteley Homes Trust is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

An enhanced DBS check and the right to work in the UK will be required.

If you require any adjustments for the application process or interview stage, please contact us and we will be happy to discuss this with you.

To receive the recruitment pack please email jobs@whiteleyvillage.org.uk

Alternatively, call Sue on 01932 825804