



Operations Manager – Heeley Development Trust

Salary £24,174 p.a.

FT 37.5 Hrs per Week 12 Months with Potential to Extend To Permanent

HDT are a Community Anchor Organisation; working to improve lives and opportunities in Heeley. Over the last 2 decades we have Built and maintained Heeley Peoples Park, SUM Studios, Heeley Institute and Ash Tree Yard and we're helping to save Meersbrook Hall.

Our projects include, ReCycleBikes, CycleBoost, Sheffield Media Productions and Heeley Adult and Community Learning. We employ local people and buy local products whenever we can.

We have been funded by the Cabinet Office's "Local Sustainability Fund" delivered by Big Lottery Fund to appoint an experienced Operations or Facilities Manager to join our senior management team and help us to grow HDT 's income earning services. We need to develop new digital booking systems for all our services, increase rent and hire income, and sales and customer care systems and we have some beautiful old buildings to love and maintain.

The successful candidate will be, hard working, flexible and able to contribute their experience of developing and delivering office and facilities management to our small, dedicated team.

For an Application Form, Person Specification and Job Description please follow this link:

[JOB VACANCY – OPERATIONS MANAGER](#)

... or call in to pick a pack up from Meersbrook Hall or Ash Tree Yard

For an informal discussion about this role and the Trust contact Andy Jackson 0114 2 500 613

Closing Date: 5pm 2nd March **Interviews:** 7th / 9th March



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