

Role Description	Operations Director
V1 June 2021	

The Operations Director reports to the Board of Trustees.

Leads the Senior Management Team. Member of the Education Board and the Results Approval Panel.

Responsibilities

Has delegated responsibility from the Board of Trustees to lead the Senior Management Team in the day-to-day operation and management of Brigit's Garden.

<p>Quality Assurance System</p> <ul style="list-style-type: none"> • Overall responsibility for ensuring quality and an appropriate learning environment • Oversees the implementation of the Quality Assurance System • Liaises with Education Coordinator on approval and monitoring of venues • Draws up job descriptions for all staff • Inducts staff • Performance appraisals for staff and tutors
<p>Financial management</p> <ul style="list-style-type: none"> • Ensures financial procedures adhered to and that book-keeper and accountant maintain up-to-date accounts, with programme income and expenditure clearly recorded • Presents financial reports prepared by accountant to Board of Trustees
<p>Programme development</p> <ul style="list-style-type: none"> • Assesses the viability of proposals for new programmes with the Senior Management Team, presents potentially viable programmes to the Education Board • Assigns members to a Programme Design Team • Signs applications for validation of new programmes to QQI
<p>Assessment and reporting to QQI</p> <ul style="list-style-type: none"> • Contracts External Authenticators • Double-checks all data for certification purposes for accuracy and reliability prior to requesting certification • Acts as the main point of contact with QQI
<p>Policies</p> <ul style="list-style-type: none"> • Oversees implementation of health and safety, equality and diversity, data protection and other policies • Manages the Risk, Incident/Accident and Complaints Registers
<p>Collaborative provision</p> <ul style="list-style-type: none"> • Drafts the Memorandum of Agreement with a collaborating provider for consideration by the Education Board • Manages the relationship with the collaborating provider • Reviews the Memorandum of Agreement with the provider before each roll-out of the programme and agrees edits which are signed by both parties • Responsibility for ensuring that programmes delivered in conjunction with other providers

are fully quality assured and that all elements of our Quality Assurance System are implemented
Partnerships and liaison <ul style="list-style-type: none"> • Liaises with relevant training bodies and agencies • Facilitates partnerships with relevant environmental and subject-related organisations and industry bodies
Board of Trustees <ul style="list-style-type: none"> • Provides administrative support to the Board of Trustees • Provides a report to each meeting of the Board on behalf of the Senior Management Team (see below)

Report Schedule		
Report/document drafted by Operations Director	To	Frequency
Operations Director's report. Standing items include activity reports, notes to financial report, staffing, Risk Register, health & safety, new developments, reports from other members of Senior Management Team, feedback & evaluation data	Board of Trustees	For each meeting
Proposals for new programmes	Education Board	As they arise
Report/document presented by but not drafted by Operations Director	To	Frequency
Financial report	Board of Trustees	Each meeting
Report/document received	From	Frequency
Board of Trustees recommendations for Senior Management Team	Board of Trustees	After each meeting
Board of Trustees approval in principle of new programme proposal	Board of Trustees	As they arise