



Volunteer Role Description: Operations Manager





We are keen to welcome new people with new ideas and new skills into our team.

We strive to develop our programme of fishing-related activities and events in new, creative and innovative ways to contribute to improved mental health and wellbeing.

The impact you will make

You will ultimately enable our volunteers to deliver more Fishing Sessions in your local community.

Summary

	Location:	Remotely
	Time:	10-20 hours per week (flexible)
	Team:	Tackling Minds Board
	Responsible to:	Founding Director

What you will be doing

- Supporting the day-to-day operations of Tackling Minds.
- Implement operational best practices and improve efficiency.
- Act as a key point of contact between the Founding Director and other departments.
- Proactively identify and solve operational issues.
- Implement strategies to improve overall efficiency



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What you need for this role

- Proven expertise in Operations Management.
- Ability to lead and motivate a team, promoting a positive and productive work environment.
- Ability to build strong relationships and work effectively with people at all levels of the organisation.
- Excellent verbal and written communication skills, able to convey information clearly and effectively.
- Ability to identify and address challenges, applying critical thinking and innovation.
- Highly organised with the ability to manage multiple tasks and deadlines simultaneously.



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- Capacity to contribute to strategic planning, aligning project objectives with organisational goals.
- Experience in managing budgets and understanding financial statements.
- Experience in managing relationships with diverse stakeholders, from team members to external partners.
- Willingness to adapt to changes and handle diverse tasks as needed.
- A genuine interest in supporting people with mental health issues and promoting the therapeutic benefits of fishing.

What's in it for you ?

- Join an inclusive and diverse organisation
- Have fun, meet new people and join a motivated and enthusiastic team who are making a difference
- Learn skills and gain experience to enhance your CV
- Gain the satisfaction of giving back
- Training to fulfill your volunteer role will be provided and reasonable out of pocket expenses reimbursed

What Next?

- Apply for this role
- Hear back from a member of the Tackling Minds team
- Have an informal chat
- If successful, supply references (if applicable)
- Agree start date
- Induction (and training if applicable)



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Safeguarding

Tackling Minds is committed to safeguarding; ensuring the welfare of children, young people and adults at risk.

We expect all employees and volunteers to share this commitment and have a zero tolerance approach to proven incidents of bullying, abuse, harassment or exploitation.

The suitability of all prospective employees and volunteers will be assessed during the recruitment process in line with this commitment. This will include relevant criminal record checks being carried out dependent on the eligibility of the role.

(England & Wales; DBS check, Scotland; Disclosure Scotland PVG, Northern Ireland; Access NI, Republic of Ireland; Garda Vetting; International, International Child Protection Certificate process).

Diversity at Tackling Minds

Tackling Minds respects and values diversity of background, skills and perspectives within our teams, and considers it essential to help us deliver a quality Fishing Service. We are an inclusive organisation and welcome applications from everyone. In addition to having the skills needed for the role, we also look for applicants who share our commitment to living our values (trustworthy, selfless and dependable).

Equal Opportunities

Tackling Minds delivers Fishing Sessions to improve mental health and wellbeing without prejudice. We aspire to be an organisation where our people are valued no matter who they are. We aim to be truly inclusive, benefit from diversity and appreciate everyone for their individual contribution.



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APPLY

If this volunteer role appeals to you and aligns with your skills and passion, we encourage you to express your interest. Please email us at volunteer@tacklingminds.org with a brief outline of your suitability for this role. We look forward to hearing from you and possibly welcoming you to our team at Tackling Minds.