

## **Operations Manager (London-based)**

Application deadline: **9am Monday 20 June 2022**

### **Introduction**

3Pillars Project has an exciting opportunity to join our fast-growing team as Operations Manager.

Our team seeks to have a profound impact on the lives of the young people that we work with. In this role, no two days will be the same. The ideal candidate will understand the use of sport for development and how to engage and inspire young people in the Criminal Justice System. You will be passionate about securing positive long-term outcomes for young people and young adults.

If you are an innovative, proactive, and diligent individual, able to engage, mentor and act as a role model to young people whilst also engaging our range of partners and supporters, this is the role for you. The ideal candidate will take a leading organisational role in our programme in London, the Southeast and some delivery in the Midlands. You will need excellent interpersonal skills and judgement, but also be able to balance the management and organisational requirements of the role.

### **Background**

3Pillars Project works within the Criminal Justice System, using sports-based mentoring to engage young people in custody and beyond. Our approach is built on the philosophy that the three pillars of exercise, education and ethos provide an impactful base for effective rehabilitation. Our interventions are trauma informed. This is the start point for the programme.

### **Our Programmes**

3Pillars Project delivers three Academies as part of GAMEPLAN and you will participate in a key role in all three.

1. The **Rugby Academy** is an in prison eight-week rugby course engaging young men (whom we refer to as apprentices), in custody. Our focus is on rehabilitation and supporting successful reintegration into society upon release from prison. The project emphasises a learn-by-doing approach to education and rehabilitation. The academy forms a pathway from prison, through the gate and into the community.
2. The **Fitness Academy** engages apprentices in the community. The Fitness Academy offers in person mentoring and training. We use strength-based mentoring and support the apprentice's goals and aspirations. In 2022/23 we are acquiring our own premises, whereby we will provide more opportunities for our apprentices to gain valuable work experience.
3. The **Leadership Academy** is a progression employment, education, or training (EET) support programme. Here, the apprentice can learn and develop business and leadership skills from leading sector experts supported by 1-2-1 mentoring. This to prepare apprentices to continue to have a positive impact in their community and thrive beyond 3Pillars Project.



## **The Position**

As the Operations Manager, you will be a key member of the team through which all three projects are enabled. You will be London-based to ensure you are able to be present on-site on a regular basis. You will create, nurture, and manage partnerships within your area of responsibility. You will report directly to the COO and you will support organisation on operational delivery within each aspect of the programme. Roles and responsibilities together with essential and desirable skills are listed below:

### **Roles and responsibilities:**

#### **Programme Delivery:**

- Act as the focal point and day to day coordinator of all 3Pillars Project delivery activity
- Plan, organise and deliver all courses in relation to the three projects
- Support in the development and implementation of the 3Pillars Performance Hub
- Liaise with prison departments for access, course delivery and follow up
- Build valuable relationships with apprentices and support the mentoring of participants
- Contribute to fundraising, marketing and events
- Collaborate with government departments
- Support the CEO and COO by developing future programme capabilities/opportunities and HR.
- Develop and Support the collection, analysis and distribution of Monitoring & Evaluation, and contribute and ensure effective case management and report writing to contribute to project evaluations and enhancements.
- Manage networks
- Oversee project finances and employee working arrangements

### **Qualifications and skills**

#### **Essential:**

- A passion for working with young people and people facing adversity
- Ability to coordinate training and events to meet the requirements of each project
- Ability to build and support long term relationships to provide long term outcomes
- Ability to engage with coach and mentor young men in and outside of the prison environment
- Excellent communication skills for working with, team, prison staff, people in prison and external organisations
- Competent computer and written skills
- Self-reliant, good problem solver, results oriented
- Entrepreneurial team player who can multitask
- Able to pass prison service checks/National Security Vetting and enhanced DBS.\*
- Proven coaching and mentoring experience
- A can-do attitude and willingness to learn
- Able to lead and manage others

**Desirable:**

- Degree or equivalent
- Understanding of mental health
- Counselling or mentoring qualification and experience
- Social work/PGCE/teaching/instruction
- Safeguarding and First Aid experience
- A passion for sport and developing relationships through sport
- Experience of networking and generating funds
- Experience of overcoming adversity or the Criminal Justice System
- Level 2 sports coaching qualification (Rugby an advantage)

**Terms and Conditions:**

**Wage**            £31,500 - £32,671 *plus London weighting*

**Hours**            *40 per week*

**Contract**        *Permanent (6 Month Probation)*

**Location**        *Vauxhall - based in the office at least twice a week and work from home on other days*

**Start Date**      *July 2022 (Flexible for the right candidate)*

**Essential**        *Relevant experience*

**This is an outstanding opportunity for a socially minded, driven professional with a genuine passion for inspiring young people.**

**To Apply**, please send the following to [info@3pillarsproject.com](mailto:info@3pillarsproject.com), marked "Operations\_Manager\_SURNAME":

- Curriculum Vitae
- Covering Letter, no more than 2 pages long, detailing why you would like and be suitable for the role.
- Please specify where you saw the role advertised
- (If you feel you need an alternative method of application, you may send a 2-minute Video in place of a cover letter).

**Application Deadline:** 9am Monday 20 June 2022

\*We actively support the recruitment of and employ people who have been in prison. We will not discriminate on the basis of a criminal record, but given the nature of our work, applicants must be able to work with children, demonstrated by an Enhanced DBS check. Applicants should also be able to gain prison service clearance in order to enter prisons. This may be delayed if the applicant has served a custodial or suspended sentence.