



## Are you dynamic, organised, self-motivated and care about the community?

We need you to drive the future success of the yelabus community transport charity as the yelabus Operations Manager.

Home based (ideally local to Yateley): laptop and mobile phone provided  
Hours: 30 hours per week (including a daily core of 4 hrs Monday to Friday)  
Salary: circa £21,000 per year plus pension

### **yelabus**

We are based in Yateley and have a strong track record of delivering services across North East Hampshire, Berkshire and Surrey. We operate two specially adapted minibuses with tail lifts supported by volunteer and paid drivers.

### **The Operations Manager Role**

To be yelabus's enthusiastic first point of contact for users, hirers and potential clients. To manage the day-to-day operations of yelabus under the direction of the yelabus management committee. The Operations Manager will be an advocate for yelabus in the local community ensuring the charity's continued success and growth in revenue.

### **What we are looking for:**

- Great Organisational skills.
- Experience of working unsupervised with the ability to drive and generate own workload.
- Strong communication and numeracy skills, oral and written.
- Ability to build and maintain relationships.
- Digital skills including and use of social media.
- An understanding of safeguarding and accessibility for the whole community.

How to apply:

Please see our website [www.yelabus.org.uk](http://www.yelabus.org.uk) for Job Description and Person specification.

If interested please email [Chair@yelabus.org.uk](mailto:Chair@yelabus.org.uk) with your C.V.

Closing Date 31<sup>st</sup> March 2022

Preferred Start date 2<sup>nd</sup> May 2022 or earlier

We are committed to safeguarding and promoting the welfare and safety of all our stakeholders and expect all our staff to share this commitment. The successful candidate will need to undertake an Enhanced DSB check as well as other necessary pre-employment checks, including: Barring checks (where applicable); qualifications, medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

**\*\*STRICTLY NO AGENCIES\*\***

Please note that yelabus reserves the right to bring forward the closing date of any of its job vacancies if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we recommend that you apply as soon as possible rather than wait until the published closing date.