

Job Description

Head of Operations

Reports To

Board of Trustees

Location

Office Based (with travel to project sites and community locations)

Salary

Basic starting salary of £30k

With scope to enhance salary by securing external funding

Annual Leave

20 days plus Bank Holidays

Purpose of the Role

The Operations Manager will lead and oversee the day-to-day operational delivery of the charity's programmes, fundraising initiatives, outreach activities, communications, youth services, Muslim Traveller engagement projects, and construction-related developments. The role will ensure the charity operates efficiently, professionally, and in line with its Islamic values, strategic objectives, governance requirements, and charitable mission. Where there is crossover of service delivery then must be able to work with/alongside Head of Religious Affairs/other departments. Be present for weekly leadership meetings with Head of Religious Affairs and trustees. Have flexibility with working hours needed to support key calendar events and religious seasons.

Key Responsibilities

Fundraising & Income Generation

- Lead on the development and implementation of fundraising strategies.
- Manage fundraising campaigns, donor stewardship, and legacy giving initiatives.
- Work with trustees, staff(departments) and volunteers to maximise income generation opportunities.
- Develop relationships with donors, sponsors, grant-making bodies, and community partners.
- Monitor fundraising performance against agreed targets.

Outreach & Community Engagement

- Lead community outreach programmes across diverse communities.

- Build relationships with local organisations, faith groups, schools, businesses, and stakeholders.
- Develop initiatives that increase community participation and charitable impact.
- Represent the charity at community events and external meetings.
- Develop our volunteer groups and their engagement

Communications & Marketing

- Oversee the charity's communications strategy.
- Manage social media, website development and content, newsletters, and promotional materials.
- Ensure consistent branding and messaging across all channels.
- Lead campaign development to increase awareness, engagement, and fundraising for all departments.

Office & Operational Management for all sites

- Manage office operations, systems, processes, and administration.
- Ensure compliance with Charity Commission requirements, GDPR, safeguarding, health & safety, and internal policies.
- Develop operational procedures and performance monitoring systems.
- Support recruitment, onboarding, and supervision of staff and volunteers.
- Ensure adequate maintenance of sites

Muslim Traveller Services

- Coordinate programmes and services supporting Muslim travellers
- Develop partnerships with relevant organisations and service providers.
- Ensure programmes are responsive to community needs and aligned with the charity's objectives.
- Ensure service delivery is cost effective and value for money.

Youth Development Programmes

- Lead the planning and delivery of youth initiatives.
- Support youth leadership, mentoring, education, wellbeing, and engagement programmes.
- Develop partnerships with schools, colleges/universities, mosques, and community organisations.
- Monitor programme need, outcomes and impact.

Construction & Site Development

- Coordinate construction and refurbishment projects relating to charity facilities.
- Liaise with architects, contractors, consultants, and planning authorities.
- Monitor budgets, timelines, compliance requirements, and project delivery.
- Provide regular progress reports to trustees and senior leadership.

Leadership & Governance

- Contribute to strategic planning and organisational development.
 - Prepare reports for trustees and senior leadership.
 - Manage project budgets and operational resources.
 - Promote a culture of excellence, accountability, and Islamic values.
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Person Specification

Essential

- Significant experience in charity, community, faith-sector, or nonprofit management.
- Experience managing multiple projects and operational functions.
- Strong leadership and people management skills.
- Experience in fundraising and stakeholder engagement.
- Excellent communication and organisational skills.
- Ability to work collaboratively with trustees, volunteers, and community leaders.
- Understanding of governance, safeguarding, and compliance requirements.

Desirable

- Knowledge of Islamic charitable organisations.
- Experience managing construction or property development projects.
- Experience in youth engagement and community outreach.
- Understanding of Muslim community needs and services.

Key Performance Indicators

- Fundraising targets achieved.
- Growth in community engagement and outreach.

- Successful delivery of youth and traveller programmes.
- Effective operational and compliance management.
- Timely delivery of construction and development projects.
- Positive stakeholder and donor feedback.

To Apply

Please send your CV and a brief cover letter outlining your suitability for this role to info@abrahamicfoundation.org.uk.

Appointment will be subject to satisfactory references, right-to-work checks, and an enhanced DBS check.