

<b>Job title</b>	<b>Area Manager – UK (Part-time)</b>
<b>Based at</b>	<b>Home Based (Regular Travel)</b>
<b>Position reports to</b>	<b>Director of Operations</b>
<b>Job purpose summary</b>	<p>To develop and manage the day to day operations of the 6 UK based CESSAC Centres ensuring they operate to their full potential.</p> <p>To actively maintain and build relationships with key military personnel to promote the current CESSAC work and explore new opportunities.</p>

### **Key responsibilities**

1. Provide leadership, training, development, and performance management reviews to CESSAC UK Site Managers/Supervisors.
2. Support Recruitment, Induction and Mentoring of all the staff at the UK Centres.
3. Continually review trading hours, product range, retail selling price, equipment and staff rotas to maximise the potential at each location.
4. Actively Promote and Advertise the CESSAC Centres through Social Media and other suitable platforms.
5. Ensuring that all locations are operating in accordance with Legislation, Policy and Procedures set by CESSAC / MOD and that all necessary steps are taken to safeguard the financial and reputational interests of CESSAC as a Tri – Service Charity.
6. Complete audit checks of each location to ensure the Asset Register is maintained and Stock and Cash Compliance are all in place and operating to the agreed standards.
7. Actively build relationships with the key stakeholders on the military sites to ensure CESSAC is delivering the requirements of the beneficiaries that the charity aims to support.
8. Work collaboratively with the Business Support Manager to produce budgets and forecasts across all locations and monitor the weekly/monthly performance and any KPIs that are set.
9. Understand the lease agreements for each location ensuring that CESSAC are operating within the parameters of the lease.
10. Monthly reporting to the Director of Operations, summarising Trading Activity, Risks, and Issues, Opportunities, and Personnel concerns by each location.
11. Undertake any other reasonable duties appropriate with the purpose and remit of the post and that have been agreed with the Line Manager.
12. This is a part-time post but flexibility around working hours will be required.

## Knowledge, Skills and Experience

Education & Qualifications	Essential / Desirable
Good Standard of Education to at least GCSE level in numeracy and Literacy.	Essential
Valid driving licence.	Essential
Experience	
Experience of the Third Sector or HM Armed Forces.	Desirable
Experience of working in a customer focused environment. E.g Retail/Catering/Hospitality.	Essential
Multi Location Management.	Desirable
Experience of Recruiting and Developing Staff, including line management.	Desirable
Skills and Abilities	
Proven leadership and people management/motivational skills.	Essential
Ability to proficiently use industry standard IT systems (e.g. Microsoft Office, Email, Internet, etc).	Essential
Excellent verbal and written communication skills.	Essential
Good understand of Social Media Platforms	Essential
Self-Starter able to work on own initiative	Essential
Good organisational, time management and analytical skills.	Essential
The ability to build and maintain key stakeholder relationships.	Essential
Other	
Travel within the UK and access to own vehicle insured for business use.	Essential
Willingness to undertake training and continuing professional development.	Desirable
HMG Baseline Personnel Security (verification of identity, nationality, immigration status, employment history and unspent convictions) Three references from individuals of standing might be required.	Essential
Right to work in the UK	Essential