



## **JOB ADVERTISEMENT**

### **OPERATIONS MANAGER – Maternity Cover 2024**

Salary: up to £30,000 per annum

#### **Daniel's Den**

Daniel's Den is a charity, based in Brent, that runs parent and toddler groups. This is an exciting opportunity to join the charity to help implement its ambitious growth plans made possible by a generous grant from the Reaching Communities Fund of the National Lottery.

The Operations Manager will be responsible for running all the administrative functions of the charity including finance; HR; data management; reporting; fundraising; and monitoring and evaluation of the charity's effectiveness. They will manage a small team including administrators and a fundraiser.

The appointment will be subject to satisfactory Disclosure and Barring Service enhanced criminal record check.

Closing date: Friday 17<sup>th</sup> November 2023

For further details and an application pack: [www.danielsden.org.uk/jobs](http://www.danielsden.org.uk/jobs)