

Job Vacancy 23.04.26

Home-Start is a voluntary organisation committed to promoting the welfare of families through recruiting and training volunteers to provide family support. Our vision is that families will be safe, healthy and resilient and that children will have the best start in life.

We are currently recruiting for:

### **Operational Manager**

**Location:** Base is Huddersfield Town Centre Office (parking available). Partnership work across Kirklees required.

**Salary:** NJC Scale SCP 27-30 (£38,200 - £40,777 pro rata). Starting salary SCP 27, increasing to SCP 28 after a successful probationary period.

**Hours:** 37 hours per week

**Job Type:** This is a pivotal and unique role on the current staff team overseeing all aspects of operations including service delivery, family support, workforce development, volunteer experience and business requirements e.g. health and safety, quality assurance. The role is expected to lead on all safeguarding practice and will be the appointed DSL (Designated Safeguarding Lead) for the organisation, ensuring families and the workforce are safe at all times.

#### **Essential requirements include:**

- Good interpersonal, motivational and communication skills
- Excellent leadership and project management skills
- Experience of developing effective working partnerships with stakeholders
- Safeguarding knowledge and experience in a lead role (Designated Safeguarding Lead)
- Skills in IT, media, report writing and presenting
- Ability to work flexibly (including some evenings/weekends)
- Full driving licence and access to a car

*Home-Start Kirklees is committed to a policy of equality and diversity which respects the identity, rights and value of all individuals. We are also committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, Home-Start Kirklees child protection procedures will be followed, alongside implementation of the charity's disciplinary procedure.*

Visit our website for further details on: [www.homestart-kirklees.org.uk](http://www.homestart-kirklees.org.uk)

For an application pack, please contact us on 01484 421925 or email us at [info@homestart-kirklees.org.uk](mailto:info@homestart-kirklees.org.uk)

**The closing date for applications is 4pm on Monday 18<sup>th</sup> May 2026**

**Interviews for this post will be held on Tuesday 26<sup>th</sup> May 2026**

**Please do not send CVs.**

Any offer of employment will be subject to a satisfactory DBS check at enhanced level and barring service check and the receipt of appropriate references.