

## Job Description



### Introduction

The Rock Foundation is a charitable organization which was set up in 2008 by its founder and CEO Pam Hodge based on a vision she had to provide a place of inclusion and support for young people and adults with additional needs.

Today Rock has grown and now operates with over a hundred staff and volunteers across three main sites in Grimsby and Caistor.

Rock provides day care and, where needed, residential and respite care, to adults with additional needs from all over Northeast Lincolnshire.

At the Rock premises in Heneage Road multiple activities and skills-training opportunities are employed to help engage and develop adults with additional needs. Some products are made as part of these activities which are sold on-line and at the shops in Grimsby and Caistor, under the banner of Rock Social Enterprise.

At the 10-acre rural campus in Caistor, Rock provides both day care and residential care, but also runs a tearoom providing drinks, cakes, and meals in a beautiful and friendly environment. Rock has also developed a hillside market garden growing organic produce for use in the tearoom and for sale.

In addition, Rock now runs the largest Food Bank in Grimsby and is developing a drop-in centre for those who are homeless and in need to provide a safe warm place where they are welcomed and where they can be helped practically, emotionally, and spiritually.

Whilst Rock is not directly a Christian charity many of its Board members and employees are Christians and it runs on Christian principles.

**Job Title:** Head of Operations (Grimsby)  
**Employed by:** Rock Foundation Ltd  
**Reporting to:** Rock CEO  
**Responsible for:** All Rock Activities at the Grimsby Sites  
**Salary Band:** £35,000 - £40,000

- Responsible for the day-to-day running of all care and commercial activities at the Grimsby sites – including the activities of Rock Community Hub.
- Together with the CEO to ensure development of the Grimsby functions in line with the communicated Rock vision.
- Within Rock Community Hub and in conjunction with the Community Hub Co-ordinator to develop and manage the system for ensuring food collection from donor and maintenance appropriate food stocks.
- Within the Care Function at the Heneage Road site and in conjunction with the Grimsby Care co-ordinator ensure appropriate levels of staff training, supervision, and quality care for day care visitors.
- Ensure all admin functions handled at the Grimsby site are accurate, efficient, timely and in accordance with all reporting guidelines.
- Responsibility for all Grimsby site maintenance and development.
- Management responsibility for direct reports:
  - Community Hub Co-ordinator
  - Grimsby Care co-ordinator
  - All Admin staff based in Grimsby.
- Compiling and filing a weekly report demonstrating the smooth running of all Rock Grimsby functions to the CEO every Friday by 1.00pm in a format to be developed by agreement.
- In conjunction with Head of Operations Caistor, deputising for the CEO during holiday, sickness, or other absence.
- Participation in the management 'on-call' rota for urgent issues across the organisation.
- Attendance at and presentation to the Boards where required.
- Ensure that the Christian principles of Rock are preserved and identifiable within the culture of Rock.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_