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**Operations Lead**

**(Part-Time – 14 hours per week)**

• **JOB SUMMARY**

Uppertunity is entering a new phase of development, and we are creating a key part-time role to strengthen our operational foundations. We are looking for an Operations Lead who can bring structure, clarity, and consistency to our day-to-day systems, ensuring our organisation runs smoothly, safely, and efficiently. This will allow strong foundations for our development.

This is not a basic administration role. It is a proactive, mid-level position for someone who can take initiative, who enjoys improving processes, and making things work well. Your primary focus will be to stabilise and strengthen existing systems. Over time, you will also help build practical systems that support sustainable growth.

You will work closely with the Managing Director to strengthen operational systems, reduce leadership operational load, support funding and development activity, and ensure our main space runs smoothly, safely, and efficiently.

This role is part of our organisational development journey. It has been intentionally designed to support our next stage of growth. Uppertunity is relational, creative, and community-focused. We are looking for someone who thrives in a purposeful environment and takes pride in building strong foundations behind the scenes.

As the organisation evolves, there is scope for this role to develop depending on needs and strengths.

• **ABOUT UPPERTUNITY**

Uppertunity is a Dundee-based charity and social enterprise empowering people aged 16-65+ with additional support needs, learning disabilities, autism, and mental health barriers. We create safe, inclusive and creative spaces where people can build confidence, develop skills, and contribute meaningfully to their communities.

We are now entering a new phase of development, where we are expanding our core activities, strengthening our foundations, expanding our social enterprises, and building long-term sustainability. This role is central to making that happen.

• **KEY RESPONSIBILITIES**

**1. Operational activities**

- Coordinate day-to-day administration and organisational tasks
- Liaise with venues, suppliers, partners and service providers to help team with events
- Manage practical logistics (bookings, equipment, maintenance, signage, etc.)
- Conduct weekly health & safety checks and support policy updates

- Maintain compliance records and documentation

## **2. Team and systems support**

- Track staff and volunteer training requirements
- Help improve and standardise internal systems
- Identify gaps and suggest practical improvements

## **3. Funding and development support**

- Support drafting and submitting funding applications
- Monitor funding opportunities and deadlines
- Assist with reporting and data collation
- Support development of internal training systems and resources

## **4. Strategic support**

- Work closely with the Managing Director to reduce operational load
- Take ownership of delegated tasks
- Proactively identify actions that support organisational growth

- **WHO WE'RE LOOKING FOR**

### **Attributes:**

- Proactive and self-starting
- Organised and able to manage multiple tasks
- Comfortable working independently
- Warm, empathetic and confident working with diverse communities
- Calm and practical in busy environments
- Able to move between detail and bigger-picture thinking
- Motivated by community inclusion and social impact
- Can work relationally and as a team

### **Essential skills and experience**

- Strong organisational and administrative skills
- Confident using email, Google Workspace, spreadsheets and digital tools
- Comfortable using Canva or similar design tools
- Strong written and verbal communication skills

### **Desirable experience**

- Experience in the third sector
- Experience working with people who have learning disabilities or are neurodiverse
- Experience working with people who face barriers to participation
- Experience supporting funding or fundraising
- Basic knowledge of health & safety processes

The successful candidate will be required to join the Protecting Vulnerable Groups (PVG) Scheme, and must be unbarred from working with vulnerable adults. A driver's licence and access to a car is desirable.

- **DETAILS**

- **Hours:** 14 hours per week (2 days)
- **Salary:** £15.80 per hour
- **Annual Salary (14 hrs):** £11,502 per annum. Full-Time Equivalent: £30,810 (based on 37.5 hours per week)
- **Location:** Uppertunity, Ground Floor Left, Dudhope Castle, Barrack Road, Dundee, DD3 6HF
- **Contract:** Fixed term for one year, with intention to review
- **Start Date:** As soon as possible, subject to completion of checks
- **Working Pattern:** Hours between Monday and Friday. Occasional evening or weekend work may be required and will be discussed at interview.
- **Closing date:** Friday 20<sup>th</sup> March, 2026

- **BENEFITS**

- Accredited training opportunities and access to networking events
- 5.6 weeks paid holiday per year, including Christmas and New Year off
- Company pension scheme
- A supportive team environment that values wellbeing, creativity, and growth
- Regular supervision and support

- **TO APPLY**

Send your CV and a short statement (written or video) telling us why you'd like to join Uppertunity and what you could bring to the role.

Email: Danielle du Plooy, Manager at [danielledp@uppertunity.co.uk](mailto:danielledp@uppertunity.co.uk)

- **OUR COMMITMENT TO INCLUSION**

We're an inclusive organisation that values diversity in all its forms. We welcome and encourage applications from people of all backgrounds, including those with lived experience of disability, neurodiversity, mental health challenges, or other barriers to employment.

If you need support with the application process or would prefer to submit your application in an alternative format (e.g. video, voice note), just let us know, we're happy to help. We are also happy to discuss flexible working arrangements during the interview process.