 **Trust in Fife**

Taking positive steps to assist vulnerable and homeless people in Fife

**OPERATIONS MANAGER**

36 hours per week,

Primarily Monday to Friday, 9am – 5pm

Salary £40,248 per annum & benefits

We are looking to appoint an Operations Manager, reporting to the CEO in a Leadership position. Due to the nature of our business, it is imperative that the successful candidate will hold SVQ level 9 or higher in Housing or Social Care and SVQ level 9 Registered Manager (or equivalent). The candidate should also have experience of working in and knowledge of the homelessness sector.

**About Us**

At Trust in Fife, we take positive steps to prevent homelessness. We also provide temporary accommodation, with housing support on a one to one basis; we support our clients by hosting workshops that foster independent living skills, money management, healthy cooking and living and social inclusion.

<https://trustinfife.org.uk/>

Our support extends beyond shelter, guiding clients through the entire process. Trust in Fife has a charity shop, the Cairn Centre, in Kirkcaldy, selling preowned goods to those who need it. The shop offers a delivery and collection service and offers volunteering opportunities.

In addition to this, we run Fife’s only ethical letting agency and private sector advice hub.

<https://fifeprivaterentalsolutions.co.uk/>

As we continue to grow, we are looking to appoint an Operations Manager:

**The Role**

The Operations Manager’s role is to support the Chief Executive Officer (CEO), by managing all operational aspects of Trust in Fife so that it achieves its objective of supporting homeless people, those who may be threatened with homelessness and disadvantaged people and in so doing meets its contractual obligations, financial commitments and regulatory requirements.

You must be educated to a SVQ level 9 or higher in Housing or Social Care and SVQ level 9 Registered Manager (or equivalent) in an appropriate discipline. Maintaining registration with the Scottish Social Services Council (SSSC) and a suitable PVG return are also requirements for the role. You will be required to take part in an escalation service for on call for our Housing Support Services.

**Benefits**

In return Trust in Fife offers:

* 35 days annual leave (pro rata for part-time employees).
* Additional annual leave days after 5 years service.
* Company pension contributions.
* PVG/Disclosure Scotland return paid for by the company.
* Enhanced company sick pay.
* Employee assistance programme.
* Support with qualifications and training.

**How to Apply**

If you are interested, please complete the application form available on our website [Recruitment - Trust in Fife](https://trustinfife.org.uk/recruitment/) and return to [recruitment@trustinfife.co.uk](mailto:recruitment@trustinfife.co.uk).

**Closing date: Friday 18th July 2025 at 5pm**

**Interviews will be held the week beginning 29th July 2025**