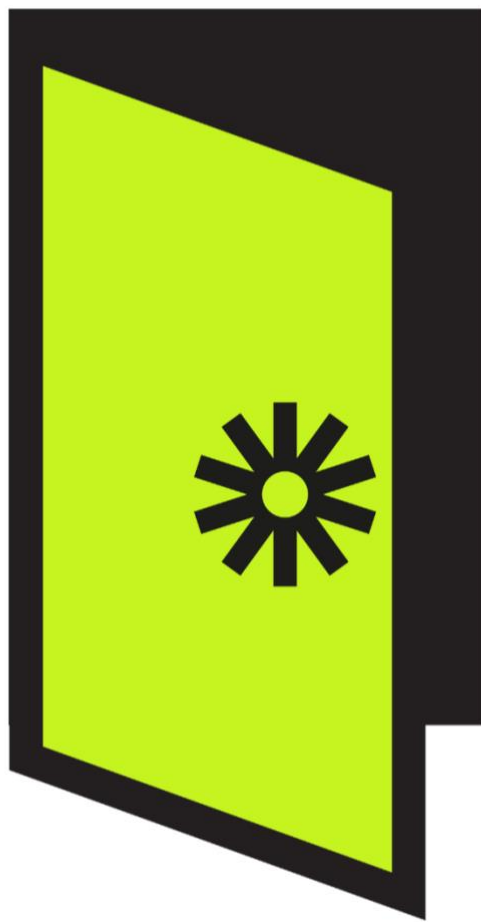


Application Pack Operations Manager 21 hours per week



**Greater
Manchester
Coalition
of Disabled
People**

Contents

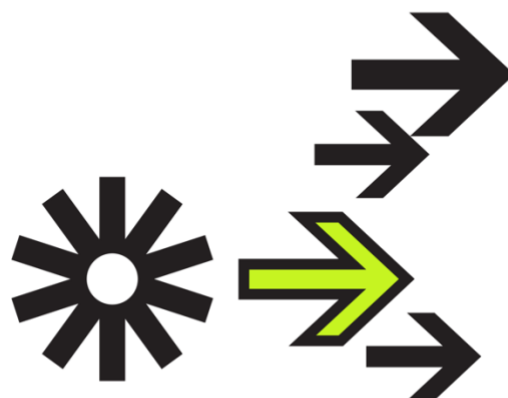
Contents.....	2
About Us	3
Job Description	5
Person Specification	8
How to apply	11

About Us

About the organisation

Greater Manchester Coalition of Disabled People (GMCDP) is an organisation of disabled people, which works to promote the full inclusion of disabled people in society and challenge the discrimination and oppression of disabled people. It is completely run and controlled by disabled people. We specifically aim to:

- Promote the independence and inclusion of disabled people in society
- Encourage and support the self-organisation of disabled people
- Actively promote the understanding and implementation of the social model of disability
- Use the wealth of knowledge of disabled people to strengthen and develop our organisation and its projects
- Be a welcoming organisation that makes it easy for all disabled people to be involved.



About the Role

Greater Manchester Coalition of Disabled People (GMCDP) is looking for a practical, committed, and values-led **Operations Manager** to help us deliver our work, support our team, and keep our day-to-day operations running smoothly.



We're a well-respected Disabled People's Organisation with a long history of campaigning, influence, and grassroots action. As Operational Manager, you'll take the lead on ensuring our internal operations, staff support, and coordination of work stays on track – especially during a time of change and growth.

You'll be someone who:

- Has experience of coordinating people and projects in a community or voluntary sector setting
- Brings strong organisational and interpersonal skills
- Is confident managing staff and supporting a collaborative and inclusive workplace
- Shares our commitment to the **Social Model of Disability** and to working in a principled, rights-based way

You'll work closely with our Chief Executive Officer (CEO) and staff team to make sure GMCDP remains responsive, efficient, and inclusive in how we operate day to day.

Job Description

Terms

Job title: Operations Manager

Hours: 21 hours per week

Salary: £21,600 per annum (pro rata, equivalent to £36,000 FTE)

Location: Home based, with some in person meetings

Working hours: Flexible

Reports to: Chief Executive Officer (CEO)

Direct reports: Staff team members as delegated by the Chief Officer

Liaison with: Executive Council (as needed), volunteers, project partners, and external stakeholders

Contract length: Permanent

Deadline for applications: 12 noon on Monday 27th October 2025

Provisional interview dates: Week commencing 10th November 2025



Who is this post open to?

GMCDP is a disabled people's organisation which is 100% run and controlled by disabled people. This post is therefore open to disabled people only.

Who do you mean by disabled people?

We mean anyone facing disabling societal barriers in relation to their impairments or conditions. This includes physical impairments, mental distress or illness, hearing or visual impairments, learning impairments, D/deaf people, neurodivergent people, and those with chronic illness / long term health conditions.

Purpose of the job

As Operational Manager, you will be responsible for ensuring the day-to-day operations of GMCDP run efficiently and in line with our values and priorities. Working closely with the Chief Officer and Executive Council, you will coordinate staff activities, manage internal systems and procedures, and support the delivery of GMCDP's projects and programmes.

This role is hands-on, with a strong focus on operational oversight, staff supervision and support, and ensuring that the organisation's activities are well-coordinated and responsive to both internal needs and external commitments.

Main responsibilities

- Oversee and support the day-to-day running of GMCDP's organisational and project delivery.
- Provide direct line management to staff, ensuring regular supervision, support, and workload co-ordination.
- Support recruitment processes, including induction of new staff in collaboration with the CEO.
- Ensure continuity and efficiency across the organisation, monitoring capacity and delivery.
- Coordinate internal communication and planning to ensure smooth delivery of activities across teams.
- Escalate staffing concerns, disputes, or resource needs to the CEO, as appropriate.
- Facilitate staff input into operational decision-making and encourage team participation and collaboration.
- Ensure volunteers working with the organisation are appropriately supported and supervised.
- Manage internal office systems, including documentation, policies and procedures, and compliance.
- Coordinate logistical arrangements for meetings, training sessions, events, and other GMCDP activities.

- Support the CEO in implementing work plans and tracking operational progress against them.
- Work alongside the CEO to ensure compliance with internal policies and procedures in day-to-day practice.
- Assist in preparing internal reports, updates, or correspondence as required by the CEO.
- Co-ordinate team and planning meetings.
- Creating or contribute to departmental budgets.
- Monitoring and managing operational costs to ensure they stay within budget.
- Overseeing the purchasing of goods and services.
- Providing regular financial updates to the CEO or Executive Council.
- As the organisation relies on grant funding, the Operations Manager would have a role in ensuring funds are used correctly and reported on appropriately.
- Support occasional events or meetings outside of regular hours, with notice.
- Carry out any other duties consistent with the purpose of the post as agreed with the CEO.

Person Specification

The shortlisting for this post will be based upon a demonstrated ability to meet the items identified here on the person specification.

Please ensure that you clearly explain how you meet these requirements when making your application by using the numbering system below. Create a document with each number and answer how you meet these requirements.

CV's will not be considered.



Essential Criteria

1 Knowledge and Understanding

- 1.1 A thorough understanding of the social model of disability and commitment to disabled people's rights and equality.
- 1.2 Knowledge of relevant legislation, including the Equality Act, employment law, and safeguarding responsibilities.
- 1.3 Understanding of not-for-profit governance, including the role of Directors and responsibilities under Companies House.
- 1.4 Familiarity with project funding and reporting requirements.
- 1.5 Knowledge of inclusive management practices and reasonable adjustments in the workplace.

2 Experience

- 2.1 Experience of managing or coordinating a small team in a voluntary, community or grassroots setting.
- 2.2 Experience of supporting project delivery.
- 2.3 Experience of coordinating day-to-day operations, systems and workflows in an organisation.

2.4 Experience of working in a user-led, values-driven or disability rights context.

2.5 Experience of supporting income generation or reporting to funders.

2.6 Experience of line-managing and developing staff, including performance management, supervision, and team wellbeing.

3 Skills and Knowledge

3.1 Understanding of the Social Model of Disability and commitment to disability equality.

3.2 Ability to manage multiple tasks, prioritise workload and meet deadlines.

3.3 Strong interpersonal and communication skills.

3.4 Ability to support and supervise staff and create a collaborative, inclusive culture.

3.5 Understanding of safeguarding, confidentiality and data protection.

3.6 Good working knowledge of standard IT tools (email, shared documents, scheduling etc.).

3.7 Ability to identify and escalate issues appropriately.

4 General

4.1 Must be a disabled person (self-definition).

4.2 Willingness to work flexibly, including evenings and weekends (with notice).

4.3 Willingness to develop skills and undertake relevant training.

4.4 Willingness to undergo a Disclosure and Barring Service check.

4.5 Commitment to inclusion, accessibility, and equality across all aspects of work.

5. Desirable Criteria

5.1 Experience of working in or with user-led organisations, in particular with Disabled People's Organisations.

5.2 Familiarity with Greater Manchester's political and voluntary sector landscape.

5.3 Experience of working in a small team or organisation with limited resources.

How to apply

Complete an application form by making a document to clearly explain how you meet the requirements in the person specification. Do this by numbering your answers to match the numbers of each section. (Example, 1.1 – then your answer etc.)



Complete an equal opportunities monitoring form. This is optional and you do not have to answer all the questions if you don't feel comfortable to.

Email your completed forms to info@gmcdp.com by 12 noon on Monday 27th October 2025.

Please do not send a C.V. it will not be considered.

If you'd like an informal conversation about the role before applying, email: bethany@gmcdp.com