



Operations & Programme Manager

The successful candidate will assume a leadership role with a commitment to the Mission and Vision of Friends of Hospice (FoH). The Operations and Programme Manager will be responsible for the implementation of the strategic plan and for ensuring sustainability through effective, human, financial and material resources. A good working relationship with the Agape House staff is essential. This position will report to the Chairman of the Board.

Friends of Hospice is the charity supporting Agape House and hospice care in Bermuda. We promote greater awareness of hospice care in the community, provide financial support, and enhance the quality of life for patients, family and friends.

Candidates must demonstrate a kind and caring attitude, be flexible and mature self-starters who are prepared to work as part of a small team supplemented by volunteers. Hours of work may include evenings and holidays; hours may have to be adjusted to meet deadlines and schedules.

Duties will include:

- Taking a leading role as advocate for Friends of Hospice's vision, mission with an in-depth knowledge of its core values, services and programmes offered, code of conduct, policies and procedures
- Liaising with Agape House patients & staff, Friends of Hospice committees, Board of Directors, volunteers, and other partners to implement programmes and develop new initiatives
- Attracting, motivating, and managing FoH employees and volunteers and monitoring their performance
- Event planning, coordination and management, fund-raising, maintaining and developing the FoH fund-raising strategy to meet operational and capital goals in conjunction with the Board of Directors
- Monitoring, maintaining, and reporting on programmes and operations relative to budgetary and strategic goals for FoH in conjunction with the Board of Directors
- Promoting and representing Friends of Hospice locally and globally
- Attending Board Meetings

Skills and Qualifications will include:

- University Degree in a related field (e.g. Human Services, Health Services Administration, Non-Profit management, etc.) or equivalent work experience
- At least 3-5 years managerial experience
- Proven experience in fund-raising, event coordination/management, and not-for-profit operations
- Working knowledge of facility maintenance and operations
- Strong proficiency with Microsoft Office, and working knowledge of QuickBooks, database management, and other software
- Proven team building and leadership skills
- Strong understanding of issues relating to hospice care requirements and best practices

Friends of Hospice (www.friendsofhospice.bm) offers a comprehensive benefits package and an interesting working environment. Applications in writing please to the **Chairman of the Board, Suite 124, 48 Par-la-Ville Road, Hamilton, HM 11, by e-mail** Tim.Hunter@scottishre.com or facsimile 441 232-2844.

Deadline for applications noon, Friday 17 June. 2011