

Job Description

Job Title: Chief Operations Officer

Reference: UK100J45

Salary: £57,000

Hours: Full time, Permanent

Location: Virtual but the postholder will be expected to work from the UK100 London office at a minimum of two days per month. Some travel around the UK may be required.

Do you want to work to combat the climate crisis and support an organisation that is empowering local leaders to accelerate towards Net Zero? Are you passionate about leading efficient internal operations, have a high attention to detail and can support an ambitious organisation looking to grow?

We are looking for our next Chief Operating Officer to work as part of our Senior Leadership team to build UK100's organisational resilience and oversee our internal systems and processes.

You'll be responsible for the financial strategy and oversight, ensuring we've got the resources our teams need to deliver our mission and controlling our costs so we're operating efficiently. Leading your team, you will oversee the relationships with Grant-making foundations, our Business Supporters Network and growing other income areas.

We're looking for someone who can get things done. Someone who is buzzing with ideas and a passion to drive improvements. This broad-ranging role has strategic responsibility for HR, Culture, Finance, IT, Governance, Grant Management and Corporate sponsorship.

At UK100, we are driven by a strong mission and embody passion, pragmatism, and innovation in all that we do. Join us and be a part of the change that matters.

Equity, Diversity and Inclusion: UK100 is actively taking steps towards developing new opportunities for people from an array of backgrounds, ensuring that everybody has an equal opportunity and is not treated differently or discriminated against because of their characteristics. UK100 values the voices of each of its employees in order to progress in a collaborative, innovative and well balanced way. The postholder will be expected to echo and support this. This can be found on the UK100 website [here](#).

Key responsibilities:

- Financial oversight of UK100's programme, including management of the organisation's financial strategy and processes, budget monitoring and financial reporting.
- Manage UK100's Risk Register and regular reporting that identifies risks to the organisation's programme of work and to the organisation itself – and identifies actions to mitigate risk.
- Oversee the fundraising function. Including funding applications, grant reporting requirements and processes as well as wider systems for measuring and evaluating impact.
- Develop and implement best practice organisational policies and supporting procedures aligned with UK100's overall strategy, building organisational resilience and enabling UK100 to reach our goals, plan for growth and respond to changes.
- Oversee the HR function, developing staffing programmes designed to attract and retain the highest calibre of talent to UK100.
- Provide leadership, supervision and coaching support to the Operations Team and wider adherence to our performance management policy.
- Work as part of UK100's Senior Leadership team to strategically plan for organisation growth and evolution while also developing and model UK100's core values and culture.
- We are a small team. Ad hoc duties will thus arise, and every staff member is expected to support the team efforts.

Place in organisational structure:

The post holder will:

- report to the Chief Executive Officer
- be part of the Senior Leadership Team
- manage the Operations team and Finance and HR Consultants

Key external relationships:

- Relevant business and corporates
- NGO's and partner organisations

Benefits:

- Competitive salary

- 25 days annual leave (plus statutory bank holidays)
- An additional 3 days paid leave over Christmas period
- An additional 2 days of paid leave per year to volunteer
- Subsidised gym membership
- Enhanced pension offering & access to professional pension advice
- Competitive Parental Leave policies
- Opportunity to request a Sabbatical after 1 year of service
- Company MacBook Air
- Work from home allowance
- UK100 supports flexible working arrangements
- Mental Health first aider

Working Conditions:

The postholder can be based in the UK100 London office, and will be expected to be flexible in the ways hours are worked. Some travel around the UK will be required.

Special Note:

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the post holder.

Compiled: Chief Executive Officer

Date last revised: January 2024

Person Specification

Criteria	Essential
Knowledge	<ul style="list-style-type: none"> - Strong understanding of relevant organisational best practice and the systems and processes that support it - Knowledge of HR practices and employment law - An understanding of what legal responsibilities are required of small companies such as UK100 - Strong understanding of cash flow, financial forecasting & pipeline, and budget management in excess of £1m
Experience	<ul style="list-style-type: none"> - Excellent programme and project management experience - Experience of building and maintaining effective relationships - Confidence in providing robust guidance to a board
Skills and abilities	<ul style="list-style-type: none"> - Highly organised with excellent communication skills - Strong programme and project management skills - Effective leadership, management and coaching skills
Other	<ul style="list-style-type: none"> - Committed to the vision of UK100 - Can work cross-party and individuals regardless of political views.

Closing Date: 7th February 2024

Interviews: 1st Interview - 12th February 2024. 2nd Interview - 15th February 2024

Application Details: Please send a CV (max 2 pages) and a cover letter that sets out how you would take forward the role and what you see as the main priorities (max 1 page) to: jobs@uk100.org