

JOB DESCRIPTION

Job Title: Chief Operating Officer

Reports to: Chief Executive Officer

Salary: We strive for transparency in remuneration. The salary for this role is £37,000 - £42,000, dependent on experience.

Hours: Full Time (37.5 hours a week)

Terms and conditions: Permanent Contract

Regular Location: Hybrid working for the foreseeable future, working from the office in Tooting, London and from home.

Organisation Overview

Patchwork Foundation is a registered charity in England and Wales (Charity: 1177576). Our mission is to promote, encourage and support the active participation of young adults from disadvantaged and minority communities within British society to engage actively with politics and democracy, to produce active members of civil society.

We run several programmes and initiatives aimed at young people (18-30 years old) to equip them with the skills, experience and opportunity to become active members of wider society and politics. Through the programmes, we seek to create individuals who can develop and improve their own prospects and the people around them in their communities.

Purpose of Role

The Patchwork Foundation has an exciting opportunity to join our small yet dynamic team as Chief Operating Officer, responsible for programme delivery. The Foundation is looking for an individual who is passionate about the organisation's cause and committed to the Foundation's work. We are keen to find an individual who will support the Foundation to deliver the strategies to grow and develop the organisation. This fantastic opportunity would suit someone who has the natural ability to build relationships and possesses excellent organisational skills. You will have a positive can-do attitude and willingness to help with varied projects and challenges.

You will serve as the second most senior member of staff, deputising for the CEO where appropriate. You will be responsible for all direct engagement with the Charity's beneficiaries, programmatic oversight and delivery, and effective reporting according to funder agreements and internal requirements. It is essential that the Foundation's programmes and partnerships are nurtured to increase impact as the Charity grows, ensuring consistency, quality and impact.

Key Duties and Responsibilities:

- Support and assist the CEO and Board of Trustees in carrying out the Foundation's strategy and objectives.
- Ensure the organisation's smooth running by actively participating in the management team, helping to build and adjust the organisational strategy.
- Strategic ownership for designing, delivering, monitoring and evaluating programmes, projects and initiatives which develop Patchworkers and beneficiary groups in line with the Foundation's mission, values and strategic goals.
- Maintain a culture of continuous development with the programme team and beneficiaries with practical and pastoral support where required.
- People management of specific programmes and project leads, including paid staff and volunteers.
- Collaborate with the CEO and colleagues on writing and preparing specific funder proposals and reports.
- Contribute to board papers and participate in board meetings
- Ensure the organisational infrastructure is in place to deliver high-quality and creative public relations, social media and internal communications, understand and interpret the current and emerging news agenda and the factors which may affect this plan.
- Oversight and management of internal and external communications via the website, social media and other communication channels, providing overall quality control of editorial and brand to ensure appropriate content, messaging, tone and consistency in all communications.
- Able to independently represent the Foundation externally
- Act as the Designated Safeguarding Lead for the Foundation. Lead on the Foundation's safeguarding work and relevant HR processes.

Person Specification:

Knowledge & Experience	Essential/Desirable
Proven experience in a similar role, ideally within the not-for-profit sector	E
Extensive knowledge of UK Political Institutions and how democratic systems work	D
Experience working with young people from underserved communities	E
Experience working with Members of Parliament and Senior Civil Servants	D
Experience in managing and delivering programmes of work over time	E
Experience in project and people management, supporting	E

volunteers and senior management	
Experience in managing funder requirements, narrative and financial reporting (e.g. for Trusts and Foundations)	D
Experience in working across a range of project types	D
Excellent stakeholder management and presentation skills	E
Excellent writing and copy-editing skills	D
Comprehensive expertise in using G-suite packages, social media platforms and extremely digitally literate	E
Safeguarding experience (or desire and interest to attend training)	D
Basic knowledge of HR processes	D
Skills & Behaviours	
Enthusiastic, with an evident passion for the mission and vision of the Foundation	E
Excellent attention to detail, accuracy and organisational skills.	E
Diplomatic approach and highly self-motivated with a positive and energetic attitude	E
Focuses on what matters most, setting priorities and adapting them where required, with the right level of communication	E
Develops successful relationships with colleagues and external stakeholders. Quickly builds rapport, builds trust and strives to see issues from different perspectives	E
Financially literate and aware and understands and supports the Foundation team processes	D
Able to manage confidential information and discretely resolve sensitive issues	D
Plans ahead, anticipates and reacts to change and project needs remaining flexible and adaptive in the face of change.	E

We value and respect all differences (seen and unseen) in all people at the Foundation. We are actively seeking and encouraging applications from candidates from diverse backgrounds. We are committed to equity and inclusivity within our workforce and ensure that all candidates are considered fairly. We will consider requests for flexible working arrangements.

The successful candidate will be required to undertake an enhanced DBS check before their appointment, which the Foundation will arrange.

Application Procedure

1) Submit CV and Cover letter

- a. CV should include two referees: Please give the contact details of two people we can contact for references, one of whom should be your most recent employer where applicable. Please indicate your relationship with them (they should not be friends or relatives). The referees must be able to comment on your knowledge and experience and your ability to do the job you have applied for.

2) Fill out the Equal Opportunities Monitoring form, and please attach it when applying.

3) Email to jobs@patchworkfoundation.org.uk with the subject: “Application for Chief Operating Officer – [Your Name].”

Application Deadline: Wednesday 12th January 2022, 11:59 pm

Interviews are expected to take place on 19th - 20th January 2022

Equal Opportunities Monitoring Form

The aim of the Patchwork Foundation is to promote, encourage and support the active participation of young people from under-represented, disadvantaged and minority communities in British democracy and civil society. Therefore, the Equal Opportunities Policy of the Foundation includes employment in that the only consideration in recruitment, training, appraisal, promotion and general treatment of employees must be how the genuine requirements of the post are met, or are likely to be met, by the person under consideration whether during the recruitment process or during their employment.

This form is not used as part of the shortlisting or recruitment process and is used purely for monitoring

Name:

Position Applied for:

Gender:	
Does this match the gender you were assigned at birth?	
Current Age:	
Sexual Orientation:	
Religion or Belief:	
Disability: Under the Disability Discrimination Act 1995, a disability is defined as; "A physical, sensory or mental condition which makes it difficult for them to carry out normal day to day activities. It must be substantial and have a long-term effect i.e. it must last or be expected to last for 12 months." Please indicate if you have a disability as defined above.	If Yes, please provide further detail:
Ethnicity	

Additional Information:

Please sign below to confirm all details above are correct:

Signature:

Print Name:

Date: