



Role Profile

Job Title: Chief Operating Officer	Location: Hybrid – Humber Region
Reports to (Role): CEO	Full Time: 37 hours a week
Salary: Starting Salary £40k	Contract term: Permanent

Role
<p>Overall Purpose</p> <p>To provide effective leadership and management to our organisation and its people. This person will be an integral part of the Senior Management Team working closely with the Chief Executive Officer (CEO), to ensure that we are fulfilling our strategic objectives through the delivery of high impact projects to support the communities in which we operate.</p> <p>This role will deputise for the CEO in their absence.</p>
<p>Responsibilities</p> <p>Measures effectiveness and efficiency of operational processes and finds ways to improve</p> <p>Develops and implements growth strategies and maintains momentum of the Forward Plan whilst leading on change.</p> <p>Writes and submits relevant reports to the CEO</p> <p>Attends and presents at Board Meetings</p> <p>Assists CEO in bid-writing and marketing</p> <p>Manages relationships with partners</p> <p>Works with the CEO to ensure operations are working to budgets.</p> <p>Works with the head of people development to establish procedures that promote organisational culture and vision and that recruit and retain the best talent.</p> <p>Promotes communication between colleagues</p>
<p>People Management</p> <p>Direct line management of 4 Senior Managers. Responsible for circa 24 staff across Active Travel, Cycle Mechanics, Horticulture, Life coaching and Engagement.</p>

Person Specification
<p>Formal Qualifications</p> <p>Essential</p> <ul style="list-style-type: none"> • Educated to a minimum of Level 3 (A level or equivalent) <p>Desirable</p> <ul style="list-style-type: none"> • Level 3 or higher in Business Management or Management
<p>Skills</p> <p>Essential</p> <ul style="list-style-type: none"> • People management • Operational management • Strategic Planning • Business Development
<p>Knowledge</p> <p>Essential</p> <ul style="list-style-type: none"> • Operational practices • People Management practices • Safeguarding • Strategic planning • Business Development
<p>Experience</p> <p>Essential</p> <ul style="list-style-type: none"> • Senior Management experience • Substantial experience of line management • Experience of operational management • Experience of strategic planning <p>Desirable</p> <ul style="list-style-type: none"> • Marketing • Bid-writing
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Highly Organised and self-motivated • Enthusiasm for developing people • Good motivator • Excellent communicator
Other Information
<p>Driving licence and own transport required to be able to travel around the different projects within the Humber region.</p>