jOB DESCRIPTION

The COO will work alongside the CEO, Directors and Trustees to provide excellent strategic leadership for NEF, helping to make sure that we have a financial and operational model that is sustainable and effectively supports NEF’s ambitions. The COO will lead a current team of 12, including line management of the Head of Finance, Head of People & Organisational Development, Head of Fundraising, Head of Performance and Impact, and Head of Training, to optimise the financial and operational management of the organisation in line with our values.

The COO will provide excellent financial and operational support for our work and oversee fundraising and project management. They will lead on our business planning, financial and HR strategies and oversee the financial management of NEF and NEF Consulting. They will act as company secretary to the board of Trustees and maintain a close working relationship with trustees to develop the organisation’s governance.

**Finance & Fundraising**

* Contribute to the design of NEF’s strategy and oversee its implementation, setting and managing comprehensive goals for delivery, and driving performance and the delivery of impact across the organisation.
* Oversee financial management and performance, supporting the Head of Finance & Operations to deliver day to day business planning, budgeting and reporting.
* Provide strategic oversight of income streams, including developing an effective fundraising strategy that supports our strategy, a plan for our consultancy business and seeking opportunities to diversify our income

**HR & Operations**

* Make sure that NEF’s policies, practice and working culture are in line with legal requirements, best practice and our organisational values.
* Regularly update our systems and process (IT, office environment, policies, practices) to ensure compliance with the work that we do.
* Lead formal negotiations, on behalf of NEF, as part of the agreement with our recognised union.
* Drive an inclusive workplace culture at NEF, in which wellbeing, personal development and diversity are a priority.
* Make sure that NEF assets are used wisely, including our building and the rental income it provides us.

**Governance, data protection & charity regulation**

* Served as Company Secretary for NEF and NEF Consulting Ltd.
* Work with the CEO and Board of Trustees to deliver good governance of the charity.
* Act as the most senior person responsible for data protection.
* Maintain an up to date understanding of the law and regulations and ensure that these are implemented and communicated within NEF – particularly around data protection, finances, charity campaigning and political engagement.

**Organisational leadership**

* Act as a key member of the senior management team, working closely with the CEO, Directors and others deliver NEF’s ambitions, provide strategic leadership for the organisation and manage day-to-day matters effectively.
* Represent NEF externally as required.
* Oversee the delivery of NEF’s strategy including quarterly impact reviews, project cycle, performance reporting & learning and evaluation.
* Provide excellent line management to direct reports, and nurture excellence in the finance and operational leadership.

PERSON SPECIFICATION

**Essential aspects are shown in bold**. Aspects not in bold are desirable but not essential.

**EDUCATION & QUALIFICATIONS**

* **Qualified accountant, or extensive experience working in a senior financial position.**

**KNOWLEDGE & EXPERIENCE**

* **Proven track record of holding a senior management position within a relevant organisational context**.
* **Strong relationship-building and influencing skills, and the ability to communicate clearly.**
* **A thorough understanding of HR principles and good practice.**
* **Knowledge and understanding of governance, company law, and data protection.**
* **Significant experience of managing projects to ensure they are delivered on time, on budget and to agreed specifications.**
* **An understanding of how bids can be structured to maximize funding opportunities and make best use of internal resource.**
* Experience of working in a charity or think-tank, with knowledge of charity regulation and reporting.
* Experience of working with Boards of Trustees and their committees.
* Experience of managing third party suppliers, including outsourced IT arrangements.
* Experience of dealing with legal matters, including contracts and grant agreements

**SKILLS & ATTRIBUTES**

* **A confident and collaborative leader with excellent communication and teamwork skills, and experience of working with people from diverse backgrounds.**
* **Strong technical financial skills underlying a high level of commercial acumen.**
* **Strong line management skills and the ability to drive performance without a direct reporting line relationship.**
* Experience of negotiating within a unionised workforce and build and maintain good working relations with colleagues at all levels.
* The ability to interpret and apply laws and regulations appropriately in an organisation of NEF’s size and scale.

**MOTIVATION**

* **A commitment to the aims and objectives of NEF to deliver an economy that works for people and planet.**
* **A commitment to diversity, equity & inclusion in the workplace.**
* Experience of working in social change organisation, community organising or civic activism.