



## Interim Chief Operating Officer Job Pack



## **Introducing Harington**

Harington is an Ofsted registered specialist college based in North London rated good, working with around 52 young people with learning differences aged 16-25. Our mission is to create an inclusive environment, that delivers outstanding personalised education, learning, and support, which leads to further education, employment opportunities, and a fulfilling life for each of our students.

We specialise in horticulture, retail and general employability. Our students undertake individualised learning programmes and supported internships that lead to vocational qualifications and achieving other aims. We support the wellbeing of our young people through providing mentoring, counselling, enrichment and other one-to-one support.

Our charity has two learning centres in Highgate and Hornsey. We also operate a gardening business and two charity shops, providing income for our charity, work experience placements for our students and employment for 14 young people. We work with local employers and partners to provide work experience and other opportunities for our students.

## **The Role**

This is an exciting time to join the Harington, as we have recently appointed a new Principal/CEO. We want to ensure that the Harington is able to fulfil and secure its mission to benefit our young people, both now and into the future.

In the next year we will consolidate what we do well and seek to strengthen the areas where we could do better. The Interim COO will work with all stakeholders and closely with the Principal/CEO to review, plan and implement the necessary changes. The role is initially for 9 months, but it is anticipated that it will continue after the initial review and planning period.

This Interim Chief Operating Officer role will:-

1. Support the development and implementation of the strategic plan and through the annual Operations Plan and Budget, and be responsible for measuring and evaluating progress against goals and targets
2. Drive excellence and efficiency across Finance, HR, Governance, Operations, and IT, strengthening and embedding the right policies, systems, processes, technology and infrastructure ensuring seamless execution and robust management of risk.
3. Manage our three commercial businesses (two charity shops and Harington Gardeners) so they meet our social, learning and business aims
4. Oversee Harington's fundraising so we secure the income we need from trusts and foundations, individual donors and community fundraising
5. Ensure effective management of the buildings and estate of a multi-site organisation, and the support services required to provide a suitable and safe environment for learning and working, that meets the required health and safety standards
6. Ensure that all staff feel valued and supported, with effective management of staff, operations and administration

## **The person**

You are an exceptional senior leader that is passionate about achieving the best outcomes for young people with learning differences.

Working as part of the senior leadership and management team you will ensure that Harington is a safe environment where students can learn, work, thrive and grow. You will ensure our staff team is valued and supported, and our management team and trustees are kept up to date and fully informed.

You are an energetic, organised, and positive team player, similarly comfortable working independently. It is a very varied role and one that needs calm focus as well as spontaneity and initiative.

You are adept at getting to the root of an issue, finding the solution and making things run smoothly and efficiently.

We are open to discussing flexible working arrangements and would consider 4 days a week or compressed hours.

## **Essential skills**

- Successful senior leader within a medium sized organisation for a minimum of three years, with a results-proven track record
- Worked in charity and/or education setting
- Sound understanding of financial management, reporting and accounting systems
- Experience of successfully managing and implementing changes to improve the way things run
- Highly motivated and driven self-starter, able to adapt quickly when priorities change
- Highly proficient in Microsoft Office products and database management systems
- Excellent written and verbal communication skills, including experience in creating high-level reports and presentations

## **Our benefits**

In addition to excellent staff training, our employees are also rewarded with various other benefits offered as part of your employment:

- Confidential employee assistance programme
- Cycle to Work Scheme
- Fully paid for DBS
- Contributory pension scheme

Confirmation of appointment is subject to a satisfactory 6 month probation period.

## **Equality, Diversity & Inclusion**

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability and meet the minimum criteria for the role will be guaranteed an interview.

## **Safeguarding**

We are committed to safeguarding and promoting the wellbeing and safety of our students and our staff. We expect everybody working for the Harington to share this commitment. The successful applicant will be required to undertake an enhanced disclosure through the Disclosure and Barring Service for applications of employment as part of our safeguarding procedures.

Some of our positions involve regulated activity relevant to vulnerable children, adults and young people. It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group. Our vacancies are exempt from the Rehabilitation of Offenders Act 1974.

## **How can you apply?**

To apply please send us a CV, fill in the Equality and Diversity Form and show how us how you meet all of the essential criteria in the person specification by writing a personal statement which is a maximum of 1000 words.

Please send your information to [jobs@harington.org.uk](mailto:jobs@harington.org.uk) by **9am on Monday 22<sup>nd</sup> April 2024**. Please note that interviews will take place on **Monday 29<sup>th</sup> April 2024**.

All offers are conditional and subject to satisfactory pre-employment checks and references including an enhanced DBS check. The salary range advertised is based on the full-time equivalent and appointment on the scale is dependent on the role, qualifications and experience.



## Job Description and Person Specification

<b>JOB TITLE:</b>	Interim Chief Operating Officer
<b>REPORTING TO:</b>	Principal/CEO
<b>SALARY:</b>	£60k pro rata
<b>DAYS:</b>	5 days per week (compressed hours or 4 days will be considered)
<b>CONTRACT TERM:</b>	Fixed term for 9 months (with the strong likelihood that this will be extended)
<b>LOCATION:</b>	North London / remote (hybrid working expectation minimum 3 days in the office per week)

### LINE MANAGEMENT:-

- Business Manager
- Harington Gardeners Manager
- Archway Charity Shop Managers x 2
- Hornsey Charity Shop Managers x 2
- Interim Charity Shop Manager (Cover) x 1 (to be recruited)
- Senior Fundraiser (to be recruited)

### Main Functions

This Interim Chief Operating Officer role will:-

1. Support the development and implementation of the strategic plan and through the annual Operations Plan and Budget, and be responsible for measuring and evaluating progress against goals and targets
2. Drive excellence and efficiency across Finance, HR, Governance, Operations, and IT, strengthening and embedding the right policies, systems, processes, technology and infrastructure ensuring seamless execution and robust management of risk.
3. Manage our three commercial businesses (two charity shops and Harington Gardeners) so they meet our social, learning and business aims
4. Oversee Harington's fundraising so we secure the income we need from trusts and foundations, individual donors and community fundraising

5. Ensure effective management of the buildings and estate of a multi-site organisation, and the support services required to provide a suitable and safe environment for learning and working, that meets the required health and safety standards
6. Ensure effective management of staff, operations and administration

### **Main Responsibilities and Duties**

- 1. Support the development and implementation of the strategic plan and through the annual Operations Plan and Budget, and be responsible for measuring and evaluating progress against goals**
  - Contribute to the development and delivery of Harington's strategic goals and KPIs, and track and measure progress reporting to the Board of Trustees
  - Plan, coordinate, and execute the annual budget and operational planning process.
  - Provide analytical support including development of internal management reporting capabilities and dashboards
- 2. Drive excellence and efficiency across Finance, HR, Governance, Operations and IT, strengthening and embedding the right policies, systems, processes, technology and infrastructure ensuring seamless execution, compliance and robust management of risk**

#### **A)Finance**

- Ensure efficient and effective financial planning, internal controls and accountability systems and processes, are in place
- Advise the Principal / CEO and the Board on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Improve administrative and operational accounting services such as payroll, accounts payable, and purchasing.

#### **B)Governance**

- Ensure the Board fulfils its responsibilities for good governance through effective Trustee Board meetings and ensuring compliance with Charity law, ESFA requirements and the Articles of Association
- Lead and be accountable for reporting to the Finance and Resources Committee working with the F&R Chair
- Support the on-boarding process for new trustees ensuring appropriate record keeping, training and compliance
- Maintain continuous lines of communication, keeping the Principal / CEO and the Board informed of all critical issues and strategic risks.
- Oversee processes to support the timely production of the annual statutory accounts, audit and filing of returns, as appropriate.

## C) HR

- Oversee HR functions including recruitment, administration, compensation and benefits, training and development, staff wellbeing, performance management of staff
- Ensure HR policies, and practice are compliant with employment law, including equalities legislation, working with the external HR provider, as necessary.
- Oversee volunteer roles and contracted roles
- Oversee the migration of HR records from Breathe to Morepay

## D) Risk and Compliance

- Maintain the Risk Register for the charity, working closely with the Principal / CEO to ensure appropriate mitigations are in place.
- Serve as Data Protection Officer ensuring GDPR compliance
- Serve as Health and Safety & Fire Safety Coordinator and review, audit and measure health and safety performance and compliance
- Ensure that the health and safety policies, and procedures, comply with legislation, and are consistently implemented across Harington
- Chair of Health and Safety Committee
- Oversee legal contracting and partner due diligence, engaging external expertise where needed.

### **3. Manage our three commercial businesses (two charity shops and Harington Gardeners) so they meet both our social and business aims**

- Ensure that we provide a good quality customer service and experience in all our businesses
- Balance the profitability of the businesses with supporting the student journey into employment
- Annually review the pricing of all items or services so that we remain competitive and informed by the cost of living increases
- Work with the education managers to ensure the quality of the student's work experience placements and progress to employment within our businesses
- Ensure that the volunteers and the staff meet the health and safety standards required within the businesses.

### **4. Oversee Harington's fundraising so we secure the income we need from trusts and foundations, individual donors and community fundraising**

- Lead on the development of a fundraising strategy aligned to the strategic plan
- Oversee the quality of the grant applications submitted to trusts and foundations
- Oversee the campaigns, events and activities to increase the individual giving and community fundraising

- Oversee the consistency of our social media output, website and communication materials to engage new supporters and effectively represent Harington
- 5. Ensure effective management of the buildings and estate of a multi-site organisation, and the support services required to provide a suitable environment for learning and working, that meets the required health and safety standards**
- Manage the ongoing maintenance of the buildings, internal and outdoor spaces
  - Manage the external cleaning contract
  - Manage any lease negotiations
  - Support the delivery of the IT Strategy and Roadmap, ensuring we meet cyber-security protocols, ESFA requirements and our all of our devices for students and staff are fit for purpose
- 6. Ensure effective management of staff, operations and administration**
- To be responsible for the line management and development of staff within the Business Team. This must incorporate regular supervision, accountability and annual appraisals.
  - To ensuring that all staff have proper induction, ongoing professional and leadership development, and training, opportunities for coaching and effective CPD
  - To contribute effectively to the preparation of reports on all matters relating to operational management to internal and external stakeholders.
  - To lead the manager's operational and central team meeting to manage all aspects of effective operations and organisational development.
  - Being fully responsible for the maintenance of personal health and safety and the development of consistent safe working practices.
  - To undertake regular performance monitoring against delivery/work plans.
  - To undertake any other tasks that may be required commensurate with the grade.
  - To deputise for the Principal/CEO when needed
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## Person Specification

**Method of Assessment – A = Application Form, I = Interview, T = Task**

<b>Professional Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method</b>
1. Degree level or equivalent.	<b>X</b>		<b>A</b>
2. Evidence of continuing professional development	<b>X</b>		<b>A / I</b>
3. Senior Leadership / Management qualification.		<b>X</b>	<b>A</b>
<b>Experience</b>			
4. Successful senior leader within a medium sized organisation for a minimum of three years, with a results-proven track record	<b>X</b>		<b>A / I</b>
5. Experience of working in the education and/or voluntary sector	<b>X</b>		<b>A / I</b>
6. Sound understanding of financial management, reporting and accounting systems, with experience of overseeing or managing a minimum annual income of £1 million	<b>X</b>		<b>A / I</b>
7. Evidence of the ability to consistently make good decisions through a combination of data, analysis, experience, and judgment	<b>X</b>		
8. Experienced line manager who can coach staff	<b>X</b>		<b>A / I</b>
9. Experience of leading on buildings maintenance and/or health and safety within a workplace	<b>X</b>		<b>A / I</b>
10. Experience of successfully managing and implementing changes to improve operations or services from inception to delivery	<b>X</b>		<b>A / I</b>
11. Experience of managing a commercial, profit-making business or venture		<b>X</b>	<b>A / I</b>
12. Experience of successfully submitting funding applications to trusts and foundations or community fundraising a minimum of £100k per year		<b>X</b>	<b>A / I</b>
<b>Skills, Knowledge and Understanding</b>			
13. Knowledge and understanding of charity governance structures and statutory requirements and/or Education Skills Fund Agency	<b>X</b>		<b>A / I</b>

14. Confident at writing and presenting comprehensive and analytical reports using data, to governing bodies or Boards	X		A/I
15. Highly proficient in Microsoft Office products and database management systems	X		A
16. Knowledge of good practice in HR and recruitment		X	A
17. Understanding of GDPR requirements.		X	A
<b>Personal attributes</b>			
18. A flexible and adaptable problem solver who will rise to any challenge and remain calm under pressure	X		A / I
19. An effective communicator who can gain confidence and inspire all stakeholders including students, parents, staff, trustees and partners	X		A / I / T
20. A methodical and detailed planner who is able comfortable with the detail and can zoom out to the bigger strategic picture	X		A / I
21. A commitment to delivering equalities, diversity, inclusion, and sustainability throughout Harington, challenging, and developing practice, when necessary.	X		A / I
22. A commitment to ensuring the safeguarding of our students and a safe environment for everyone at Harington	X		A / I

### Notes

This list of duties is not intended to be exhaustive but simply highlights some of the major tasks of the post.