

# Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Chief Operating Officer (COO)</b>
<b>STATUS</b>	<b>Full-time</b> (based at the head office)
<b>HOURS</b>	<b>40 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Operational Managers</b>
<b>SALARY</b>	<b>£40,000 to £45,000 (depending on experience)</b>

The COO role is a key member of the Ummah Welfare Trust senior management team, reporting to the CEO. This role will be UWT's second-in-command and be responsible for the financial well-being of the charity, financial and commercial strategy and day-to-day operational excellence. With a team including Customer Service and Finance, Projects, Commercial, Land and Property, Finance, IT and HR, the role requires an experienced and effective leader, with outstanding financial ability, able to lead across both operational and strategic spheres. The overarching purpose of the COO position is to work with the CEO on defining the financial and operational strategy of UWT, and then to implement it, thereby enabling the charity to deliver its charitable objects.

## OVERALL RESPONSIBILITIES

- In cooperation with the senior management team and Trustees, support the CEO in the development and implementation of the charity's strategic and business plan;
- Responsible for financial planning, budget setting and financial and performance reporting.
- Accountable for the sustainable development and effective performance of the
- Charity's programmes and services, through:
  - Managing performance of the organisation's projects and service managers.
  - Provision of strategic, financial and business planning support to those managers.
- To work closely with the Legal Advisers to ensure that the charity sector specific knowledge can appropriately inform and shape planning and decision-making.
- Review and develop organisational management systems to ensure staff across the charity are supported to work effectively.

## SENIOR MANAGEMENT

The Chief Operating Officer is a member of the senior management team and will play a key role in the management of the charity, including:

- Development and implementation of a five-year strategic plan.
- Ensuring strong financial performance and compliance with all reporting requirements.
- Oversight of the delivery of the charity's operational activities.
- Maintaining the highest standards of governance and ethics.

## FINANCE & PLANNING

- Overall responsibility for the charity's financial operations and fundraising activities. Working closely with the Finance Manager and fundraising managers, these responsibilities include reviewing, managing and supporting the charity's financial policies, procedures and systems to ensure sound management and control.
- Overseeing all financial processes including preparing annual budget, management accounts and forecasting.
- Overseeing effective financial record keeping.

- Developing and implementing a long term and sustainable fundraising strategy that enables the charity to deliver its strategic goals.
- Supporting and encouraging other members of the senior management team to look out for and respond to income generating opportunities.
- Preparing budgets for grant funding applications and providing financial reports to funders.
- Preparing for and liaising re annual audit with the charity's auditors.
- Ensuring compliance with audit recommendations.
- Line managing and supporting the Finance Manager, including:
  - Agreeing objectives and work plans;
  - Managing workload and performance through regular supervision;
  - Undertake annual performance reviews.

## **OPERATIONS INCLUDING CHARITABLE EXPENDITURE**

- Responsibility for the development and oversight of all areas of charity operations including overseeing the fund raising and charitable expenditure, policies and procedures (with the support of the departmental managers and external advisers as required) including preparing for legislative, regulatory or other significant changes including:
  - IT.
  - Data protection.
  - Human resource.
  - Governance and legal compliance.
  - Premises and office management.
- Managing and overseeing the charity's risk register, providing exception reports as required.

## **GOVERNANCE**

- Developing and implementing all required standards relating to business conduct and ethics, including all internal and external requirements for confidentiality, data protection (GDPR), privacy, communications, environmental sustainability and equal opportunities.
- Acting as Company Secretary and providing secretariat to the Board (including attendance and minute-taking at meetings).
- Supporting the CEO and Trustees in all matters relating to the governance of the charity.
- Preparing and filing annual returns to Companies House and Charity.
- Commission.
- Drafting the Charity's annual report.
- Drawing up and circulating agendas for SMT meetings and staff meetings.

## **PERSON SPECIFICATION**

### **1. PROFESSIONAL QUALIFICATIONS AND EXPERIENCE**

- Educated to degree level.
- Strong track record of delivery across a variety of organisations either in the charity, public or private sectors.
- Experienced finance manager (appropriate professional qualification desirable but not essential).
- Experience of developing strategic plans, and of using strategic plans to set business and operational objectives.
- Considerable experience of providing line management to staff.

- Considerable experience of setting and reviewing budgets for organisations and for projects.
- Considerable experience of business development and management.
- Experience of HR management.
- Experience of governance support.

## **2. KNOWLEDGE**

- Able to demonstrate and apply knowledge and understanding of legislation affecting charities, companies and workplaces, including charity and company law, employment law, data protection legislation and equalities legislation.
- Able to demonstrate that you are familiar with the legal responsibilities of a Company Secretary.
- Demonstrate the ability to review own work and to seek opportunities to learn new skills.

## **3. COMMUNICATION SKILLS**

- Experienced in working with people at all levels in an organisation.
- Able to manage conflict and offer positive ways forward in difficult situations.
- Able to develop strong working relationships internally and with people from other organisation.
- Considerable experience of preparing clear written and verbal reports and of giving presentations.

## **4. SELF-MANAGEMENT**

- Skilled in handling a busy workload, meeting deadlines and managing conflicting priorities.

## **5. IT**

- Experienced in using Microsoft Office applications (Word, Excel, Access) and familiar with at least one computerised accounting package (e.g. Sage Accounts) and willing to build on these skills in line with the requirements of the job.

## **6. OTHER REQUIREMENTS**

- Understanding of and commitment to the aims of the organisation.
- Able to go on field visits whenever required, stay away from home overnight occasionally and attend some early morning/late evening and weekend meetings.

**This post is subject to a Disclosure and Barring Service (DBS) check.**

To apply for this role, please email your CV and Covering Letter to [vacancies@uwt.org](mailto:vacancies@uwt.org). You can also email for further information. The **closing date for applications is 30<sup>th</sup> September 2020**, although the position may close sooner if the right candidate is found.