



**HEAD OF OPERATIONS AND FINANCE  
JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Term</b>	Permanent, part-time
<b>Start</b>	ASAP/August
<b>Working Pattern</b>	The equivalent of 3-4 days/24-32 hours per week. We are open to a range of working patterns.
<b>Remuneration</b>	£39-43k, 27 days annual leave pro-rated (excluding bank holidays), pension contribution.
<b>Benefits</b>	Flexible working policy, employee assistance programme, cycle to work scheme, and development and training opportunities.
<b>Location</b>	London Waterloo or Batley, West Yorkshire. Our team is currently working mostly from home. You are able to work in the office if working from home is not possible or comfortable for you. We are open to remote working arrangements so long as you are able to travel to either of our offices occasionally.
<b>Reports into</b>	CEO
<b>Direct Reports</b>	Project Officer
<b>Application Process and Deadline</b>	<p>Apply before midnight on Wednesday 14th July 2021.</p> <p>Please <b>complete the application form online</b> and <b>email your CV to <a href="mailto:info@jocoxfoundation.org">info@jocoxfoundation.org</a></b>. We will blindly assess application questions and consider CVs to decide the final interview shortlist. Please let us know if you require any reasonable adjustments to submit your application.</p> <p>The first round of interviews will take place on the week commencing 19th July. We will make any reasonable adjustments required to attend the interview.</p> <p>We regret that due to capacity we are unable to provide feedback for applicants who did not progress to interview.</p>



## Hey there, come join our team and help us build a better world.

This is a brilliant opportunity for someone looking to play a key role in a small but influential charity building a positive legacy for the late Jo Cox MP. We are looking for someone with excellent operational and financial acumen, a compassionate and generous approach to leadership and a genuine commitment to equity, diversity and inclusion to help shape the future of the Foundation as part of the leadership team.

### ABOUT THE JO COX FOUNDATION

The Jo Cox Foundation was established in 2016 by the friends and family of the late Jo Cox MP. The Foundation exists to build a positive legacy for Jo and to create something positive from the tragedy that was her murder. Just as Jo did, we believe in working together effectively with individuals and organisations that share the belief that *we have more in common than that which divides us*.



Our mission is to build stronger communities, a better public life and a fairer world in Jo's name. To date, our campaigns and initiatives have addressed a broad range of issues including tackling loneliness, reducing abuse and intimidation in public life and preventing atrocities in conflict-affected countries. No one day is ever the same as the next!

We are a close-knit, passionate and dedicated team. Whilst we work hard, it's incredibly important to us that we have fun and look after ourselves and each other too.

### ABOUT THE ROLE

In the past 2.5 years, the JCF team has tripled in size to 17, our budget has grown by 150% to £850,000 income in 2021, and our projects and impact have expanded significantly. At almost 5 years old and under the leadership of our new CEO, Su Moore, the Foundation is entering into an exciting new phase of growth as we continue to build a positive legacy for Jo.

The Head of Operations and Finance will lead the Finance, HR and Operations functions of the JCF, ensuring that the Foundation is legally compliant and following best practice in all areas of responsibility including employment, data security and financial accountability. You will manage and maintain all aspects of the charity's two offices and identify, develop and



maintain best practice management and operational policies and processes that reflect the ethos of the Foundation.

Leading by example, you will coach, manage, develop and support Jo Cox Foundation team members, volunteers, contractors and stakeholders and ensure adherence to all management and operational policies.

Working closely with the CEO and Board of Trustees as part of the leadership team, you will support the CEO with the development, maintenance and delivery of the overall business plan, ensuring associated budgets are in place.

Working collaboratively as part of a talented, committed and passionate team, you will ensure that all work undertaken by yourself, our team and volunteers is focused on the mission and the strategy of the organisation.

## **ABOUT YOU**

You will have significant experience in financial and operational management, ideally within the charity sector, and a passion for building sustainable, inclusive, effective and compliant organisational systems and processes.

In addition, you will have strongly held personal values which align with The Jo Cox Foundation's vision and Jo's 'more in common' ethos. These will be reflected in your respect for others and the desire to make a truly positive contribution through your work.

## **Key Responsibilities**

### **1. Financial management and planning**

- Ensure The Jo Cox Foundation has robust financial governance and long-term financial planning procedures in place to deliver strategic priorities and commitments; monitoring for compliance and providing staff guidance and training as necessary;
- Lead on the development and management of the charity's annual budget;
- Oversee day-to-day financial management of the organisation, including monthly invoicing and management accounts;
- Work collaboratively with the CEO to develop the charity's income generation and fundraising strategy, ensuring it is rooted in sound financial planning and in line with the strategic ambitions of the charity;
- Produce accurate, timely financial reports, including management accounts, which enable easy interpretation of the financial health of the charity and well-informed strategic decisions by Trustees and the Management team;
- Work closely with the CEO and Fundraising Consultants on developing funding bids and working with managers to ensure insightful financial reports are produced for existing funding partners;
- Ensure that relevant legal, taxation and statutory responsibilities with HMRC, Companies House, the Charity Commission (including the production and audit of the

annual accounts and financial statements) are delivered to a high standard and in compliance with the charity SORP;

- Liaise with the charity's auditors and legal advisors to support financial and legal compliance;
- Review and manage all contracts, including grants, services, IT and premises to ensure effective agreements are in place and where relevant, assess whether optimal value is being derived;
- Ensure that the Foundation has robust procurement procedures in place;
- Manage The Jo Cox Foundation's payroll processes and procedures in combination with the external payroll provider;
- Implement and embed an efficient Gift Aid collection process;
- Collaborate with the CEO and Fundraising consultants on developing funding bids.

## **2. Oversee HR, Recruitment, Staff Wellbeing and Diversity, Equity and Inclusion**

- Ensure that effective and compliant human resources management and administration are in place, including recruitment and onboarding;
- Ensure the charity has a comprehensive, regularly reviewed suite of policies and procedures, from safeguarding to health and safety;
- Liaise with professional advisers and support the CEO and managers on a range of human resources issues;
- Work with the CEO and managers to create an inclusive, supportive culture where every team member can reach their full potential and feel a genuine sense of belonging.
- Work with the CEO to ensure the right support is in place to realise our diversity, equity and inclusion ambitions;
- Ensure JCF's anti-racist vision is embedded in all HR processes and practices;
- Support JCF's ambition to prioritise meaningful staff and volunteer wellbeing initiatives, leading on team away days, employment assistance schemes and continuously improving and adapting JCF's wellbeing policy;
- Lead on JCF's staff development offering, including mentorship initiatives, training opportunities and embedding personal and professional development and learning at the heart of the organisation;
- Liaise with professional advisers and support the CEO and managers on a range of human resources issues as they arise.

## **3. Oversee Operational Planning, Risk Management and Information Management**

- Lead the development and implementation of an operational plan that ensures The Jo Cox Foundation' is equipped to achieve its strategic direction 2021-2024;
- Oversee the organisation's operational systems, processes and policies, in particular, compliance, management reporting, information flow, business processes and organisational planning;
- Work with the CEO to develop and embed the risk management approach, ensuring best practices are in place to manage risk effectively across The Jo Cox Foundation;



- Establish and manage day-to-day operations including premises, equipment, IT systems and IT security ordering supplies, procurement and workflow management, with the support of the Project Officer;
- Ensure the best possible working environment for all staff and volunteers at The Jo Cox Foundation and effective support for remote working. This includes IT, office space, utilities etc, with support from the Project Officer;
- Ensure The Jo Cox Foundation has appropriate organisational insurance and that staff understand and work within the scope of the coverage;
- Implement appropriate policies to ensure organisational compliance with data protection regulations, including data retention and destruction, home and remote working, emails and the internet;
- Ensure that sensitive and financial information is securely stored and confidentiality and privacy is maintained;
- Establish an effective archiving system and ensure that paper records are stored securely and archived in line with that system;
- Ensure excellent database support across the organisation;
- Be the staff Data Officer and take overall responsibility for GDPR, with support from the Project Officer.

## **5. Governance**

- Collaborate with the CEO to produce monthly and quarterly board papers, presenting at quarterly Board meetings;
- Support the CEO and Trustees by ensuring appropriate information, advice and analysis is given in relation to finance, governance, human resources, IT, risk and other areas of internal operations including GDPR;

## **6. Team Leadership Responsibilities**

- Line-manage JCF's Project Officer, providing enabling, supportive leadership that promotes the culture of The Jo Cox Foundation;
- Work in partnership with the CEO to provide exceptional pastoral care to staff and build a strong, positive organisational culture;
- Deputise for the CEO internally and externally when needed.
- Lead on internal communications for the Foundation and maintain positive ways of working and clear roles and responsibilities across the organisation;
- Liaise with the Treasurer and the Trustee-led Finance Committee as necessary; Develop strong, collaborative relationships with other managers and contribute to the team as a whole, inputting into organisational strategy;
- Take steps to understand the team's needs as we grow - through staff surveys and consultations - maintaining a culture of honesty, transparency and continuous learning.

## **ABOUT YOU**

### **Essential Experience, Knowledge and Skills**

- Experience in creating operational and business plans to deliver against an organisational strategy and mission
- Experience of creating and maintaining appropriate organisational policies and procedures
- A relevant professional qualification in accountancy (CIMA, ACA, ACCA, CIPFA) **or** substantial relevant finance experience including the ability to produce all aspects of management accounts
- Experience of providing financial information, annual reports and accounts to a senior management team/Trustee Board
- Experience of long-term financial budgeting, forecasting and risk management
- Experience of providing financial information for fundraising bids, competitive tenders and reports in order to secure resources for the charity
- Strong knowledge of the charity accounting SORP and experience of annual audit
- An understanding of the differentiations between unrestricted, restricted and designated funding and the ability to effectively manage these different funds
- Knowledge of charity governance and Charity Commission frameworks
- Experience working closely with a Board of Trustees
- Experience of engaging with professional advisors such as lawyers, to achieve advice efficiently, co-ordinating and consolidating this to inform good governance and strategic decision making
- Experience of overseeing HR systems and processes, and understanding of employment law and Human Resource issues
- Experience leading fair and inclusive recruitment processes
- Desire to oversee IT functions and strong understanding of data-management best-practice and cyber-security.

### **Essential Personal Attributes**

- Ability to work autonomously with strategic guidance from the CEO
- Ability and desire to be hands-on as well as strategic
- Excellent communication skills and an ability to communicate complex financial and legal issues clearly to trustees and staff
- Excellent, enabling line management skills and a compassionate and generous approach.
- Adaptive and flexible
- Excellent attention to detail and commitment to high standards
- Ability to reflect critically on own performance and adjust approach where necessary
- A genuine commitment to equality, diversity and inclusion
- Commitment to JCF's values and to fostering a culture where all team members have a sense of belonging

### **Desirable**

- Experience in developing and implementing fundraising strategies related to corporate, institutional, trusts and foundations and an awareness of the current fundraising landscape and trends in light of Covid-19.



If you're unsure whether you're right for this role, please get in touch and we can discuss further.

The Jo Cox Foundation is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of people we aim to support and are able to fulfil our vision of a kinder, more compassionate society where every individual has a sense of belonging. Over the past 12 months the Foundation's staff team have taken proactive steps towards establishing and acting on our anti-racist vision as an organisation, including undertaking a team-wide anti-racism training and coaching programme over a 5 month period with a Board representative.

We recognise that our team does not currently reflect a diverse range of life-experiences and perspectives. Currently, people from Black communities, people from minority ethnic communities and people who have a disability are underrepresented in our organisation. We would therefore particularly welcome applications from these groups.

*The Jo Cox Foundation is an equal opportunities employer and we actively encourage applicants from people of all backgrounds. We are committed to promoting diversity and inclusion both within our staff team and our community programmes.*

*Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics). To ensure this, we use a blind recruitment process.*

*Along with our Flexible Working policy and Employee Assistance Programme, the Foundation strives to provide the support and adaptations needed for every employee to fulfil their role to the best of their ability.*

Please let us know if we can offer any reasonable adjustments to support your application by emailing [info@jocoxfoundation.org](mailto:info@jocoxfoundation.org). You can download the large print version of this Job Description at [www.jocoxfoundation.org/careers](http://www.jocoxfoundation.org/careers).