

HEAD OF OPERATIONS & BUSINESS DEVELOPMENT

Job Description

We are seeking to recruit a highly motivated Head of Operations and Business Development, to maintain, and where needed, develop systems and processes in the areas of finance, fundraising, communications, people management and facilities.

The post holder will support the Co-Directors on issues of governance and the Management Team on broader operational management practices. Whilst Children's Parliament remains a small charity, our profile and programme work has grown over recent years. This growth will continue as Scotland implements the UNCRC, however, our operating platform has not grown proportionally. This new post will help address this.

Hours:	Full time: 35 hours per week
Salary:	£42,674
Annual leave:	30 days + 10 days public holiday per year pro rata
Location :	Children's Parliament offices are at Summerhall, Edinburgh EH9 1PL. All staff are currently home-working.
Reports to:	Children's Parliament Co-Director
Equal Opportunities:	Children's Parliament is an equal opportunities employer. All applicants are treated equally and fairly throughout the recruitment and selection process.

OVERVIEW OF ROLE

This is an exciting opportunity for an experienced person to join our Senior Management Team. The aim of this role is to improve and maintain internal systems and processes, to strengthen the core functions of the organisation and provide focused support for our funding requirements. As with all members of the senior management team there will be some responsibility for external relations and representing Children's Parliament nationally.

Currently, we are a dynamic, hardworking team of 14 staff (of whom 9 are part time) with ambitious goals to support the implementation of children's human rights across Scotland. Our team is about to expand significantly.

The Head of Operations & Business Development will lead on the ongoing review and development of core systems and functions, ensuring a rights-based working environment and ensuring an effective and efficient core to support the effective delivery of programmes. During this most challenging of times and in a fast-changing environment the postholder will be key to Children's Parliament delivering its strategic goals.

Children's Parliament seeks to maintain a generous approach to our work and puts kindness, trust, empathy and respect at the heart of our work, internally and externally.

KEY AREAS OF RESPONSIBILITY

The focus of this post is on sustaining the high-quality practice both internally and externally that Children's Parliament is recognised for. In parallel, we wish to grow the organisation to the point that we are in a strong position to rise to the opportunities and challenges incorporation of the UNCRC affords.

Finance: Children's Parliament currently has an annual turnover of £500,000. We expect this to grow. The Head of Operations & Business Development will oversee and maintain a robust system of financial management. They will provide guidance and support to the Office Manager and Finance Officer, ensuring appropriate systems for financial and management accounting are in place and budgets are managed effectively. They will ensure all systems, processes and controls are reviewed regularly and are fit for purpose. There will be a requirement to build effective relationships with external stakeholders and funders.

Reporting: The Head of Operations & Business Development will work with the Head of Programmes to undertake all formal reporting to funders.

Fundraising: The post holder will lead Children's Parliament's fundraising strategy with the aim of securing new and diverse funds to maximise core and restricted income - growing the organisation's programme and operational capacity in the longer term.

Media and Communication: The post holder will lead the development and delivery of a robust media and communications strategy. With a focus on website development and raising the profile of Children's Parliament across multiple media channels you will work closely with the Communication and Design Officer and the full team to provide guidance and develop best practice to grow public awareness of children's human rights and our work.

People Management: Working with Management Team colleagues, the Head of Operations & Business Development will lead the development and implementation of best practice in the management of staff - ensuring Children's Parliament supports staff to effectively deliver their roles, supporting staff wellbeing and their learning and development. The post holder will provide advice and guidance on organisational policies, terms and conditions of employment and employment law.

Facilities: The post holder will provide leadership, support and guidance to the Office Manager to ensure the best possible working environment for the team – including leading a small working group to secure new office accommodation post Covid.

Governance: They will support the Co-Director and Office Manager in ensuring the governance structure and mechanisms sustain the delivery of Children's Parliament's strategic goals, that all necessary policies are in place to be legally compliant, and that Children's Parliament is a human rights competent organisation.

IT and Data Management: The post holder will work with the Management Team to maintain, and develop where necessary, robust organisational management systems including recruitment, safeguarding, policies and compliance, with responsibility for IT infrastructure and management of all software packages.

Line Management: To lead an operational team currently consisting of an Office Manager, Finance Officer, Communication/Design Officer and an Arts Technician. As the organisation grows, increasing capacity in this team will be a priority.

The above list of duties is not exhaustive.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level in a relevant field, or equivalent experience. 	
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working in a similar role and environment, specifically: <ul style="list-style-type: none"> ➤ Organisational responsibility for financial and management accounting. ➤ Successful track record in fundraising, building relationships with funders and achieving or exceeding targets. ➤ Responsibility for people management and supporting line managers across all areas of the employee lifecycle (recruitment, induction, performance, learning & development and exit). ➤ Responsibility for implementing media and communication strategies including the management of website development and profile-raising via online and traditional media. ➤ Responsibility for development and implementation of key office systems. 	
Knowledge + Understanding	<ul style="list-style-type: none"> • Strong business acumen, commercial and financial awareness. • The voluntary sector, including governance in the voluntary sector. • Current good practice and trends in the fields of people management, media and communication, and fundraising 	<ul style="list-style-type: none"> • Working knowledge of employment law and good practice. • The United Nations Convention on the Rights of the Child (UNCRC), and its potential and impact with incorporation /implementation.
Skills + Abilities	<ul style="list-style-type: none"> • Highly self-motivated and able to show a determination to succeed. • Strong people skills with the ability to develop and cultivate relationships. • Excellent interpersonal, listening, communications, presentation and networking skills. 	

Skills + Abilities	<ul style="list-style-type: none"> • Ability to work, plan and prioritise under pressure. • Ability to work to a budget to ensure all activities are cost-effective. • Excellent organisational skills and ability to produce high quality work. • Ability to work with team colleagues in a manner consistent with the values of the organisation and highest levels of empathy with the mission of the charity. • Flexible, adaptable and willingness to engage in self-development. • Highly proficient in the use of IT software packages including MS Office, data management and accounting packages (we use QuickBooks). • Ability to work independently and from home as Covid-19 restrictions require. 	
Other	<ul style="list-style-type: none"> • Passionate about children’s human rights • Full driving licence • Work within the values of Children’s Parliament 	

SUMMARY TERMS AND CONDITIONS OF EMPLOYMENT

Working week: Monday to Friday between the hours of 8am and 6pm with ability to respond to occasional out of office hours/weekend commitments.

Travel requirements: Opportunities may arise which will involve travelling within Scotland.

Pension: A contributory pension scheme is in place.

Probation period: 3 months

Sick pay: 1-month full pay and 1-month half pay within any 12-month period.

ABOUT CHILDREN'S PARLIAMENT

Children's Parliament is Scotland's Centre of Excellence for children's human rights. Our dream is that children grow up in a world of love, happiness and understanding. Our mission is to inspire greater awareness and understanding of the power of children's human rights and to support implementation of the United Nations Convention on the Rights of the Child (UNCRC) across Scotland.

We work across the domains of home, school and community. Our purpose is to promote understanding of, and commitment to, implementation of the rights of the child. We do this by helping children and adults to learn that rights-based relationships are built on the core idea of human dignity alongside empathy, kindness and trust.

We emphasise that the needs and rights of children are distinct from young people or adults and we remind every individual citizen and public body that children's rights are human rights.

Children's Parliament is part of a wider network of organisations providing for the fulfilment of children's human rights. We aim to seek, build and maintain relevant partnerships in order to achieve our shared goal of improving outcomes for Scotland's children.

We have the following four goals:

1. **Drive place-based change** : We will work with partners in communities to demonstrate a children's human rights approach, supporting partners to effect sustainable change through embedding the UNCRC.
2. **Help shape the future of Scotland** : We will support children to influence national legislation, policy and practice.
3. **Grow public awareness** : We will drive cultural and behavioural change to create a nation that values children and delivers their human rights.
4. **Strengthen our organisation** : We will continue to develop an effective and efficient operating structure in order to deliver our goals.

We will deliver our goals in a manner which embodies our organisational values, which are:

- **Unfeart** – because we speak truth to power and we are prepared to be different.
- **Creative** – because we will find the path we need to make rights real.
- **Kind** – because it allows us to connect and understand the world through others' experiences.
- **Fair** – because we recognise that equity requires each child to have what they need and that this will be different for every child.

For more information about Children's Parliament: www.childrensparliament.org.uk