

## **Head of Operations Young Barnet Foundation**

### **About Us:**

Young Barnet Foundation (YBF) is dedicated to supporting over 200 members, including charities, community groups, and social enterprises, who provide essential services and positive activities for children and young people in the London Borough of Barnet. We are proud members of Barnet Together and one of a number of Young People's Foundations operating across the country. Our ethos of 'Generous Leadership' drives us to work collaboratively, tactically, and strategically to build capacity within and beyond our membership.

### **Purpose of the role**

As the Head of Operations at Young Barnet Foundation, you will be part of a dynamic organisation. Here, you won't just be a number, you'll be part of the driving force behind our mission, working hand in hand with our visionary Chief Executive Officer (CEO) to shape strategy, drive growth, streamline operations, and uphold the highest standards of governance. The Head of Operations will be accountable for, direct, and oversee the operational activities and smooth running of the organisation.

- You will be a part of a senior leadership team, reporting to the CEO and will focus on the operationalisation of our Strategy, ensuring our procedures and processes run smoothly to support our front-line operations.
- You will need to have the ability and confidence to put your judgement and leadership skills into practice to make sure that the organisation executes strategies and plans in a timely and thorough manner.
- You will be a visible leader for YBF, both for our people and our members but also with external partners - auditors, accountants, third party providers as well as wider stakeholders/strategic partners.
- You will be responsible for our operational function; Finance Operations, Budgeting & Accounting, HR, IT, Data Management and Grant Administration.

<b>Summary</b>	<b>Head of Operations</b>
Hours	21 hours per week (plus statutory breaks) Flexible working hours and a commitment to your personal training and development noting Tuesdays is the team working in the office.
Term	Permanent
Base	YBF Office (London Borough of Barnet)
Remuneration	Circa £40,000 Pro rata (depending on experience) Annual Leave 25 days per annum, excluding bank holidays. Holidays will increase with service to a maximum of 30 days plus Bank Holidays Pension Payments On activation and after satisfactory completion of the probationary period, Young Barnet Foundation will contribute, in line with government requirements, into a stakeholder or personal pension scheme.
Accountable to	CEO
Line management	Operations Manager, Data & Grant Management, responsible for 3 <sup>rd</sup> party finance partners
Application closing date	Monday 10th March 2025 (although applications will be assessed on a rolling basis and may close earlier than this if a suitable candidate has been found). Please NO AGENCIES

### **Key responsibilities**

**Strategy & Operations** - At the heart of our success, you will help drive the strategy and organisational excellence, collaborating closely with the CEO, Trustees, and the Senior Leadership Team (SLT) to develop growth-oriented strategies.

You'll drive operational excellence by refining our functions, systems, and procedures to meet the highest standards consistently.

You'll leverage data on the Salesforce platform to streamline operations and boost engagement with donors and stakeholders.

Your collaboration with IT external partners will ensure optimal system performance and user experience. Additionally, you will support our Grants programming, reinforcing our commitment to impactful community initiatives.

**Management** - You'll be the leader of an efficient and effective operations capability. Your leadership extends to overseeing our annual prioritisation plan, exploring digital tools for organisational development, and reviewing policies and procedures. You'll empower our operational team and step into any necessary operational roles.

**Financial** In close partnership with the CEO and our Treasurer, and working with outsourced accounting and payroll services, guide our financial journey, planning milestones, managing budgets, and allocating capital to achieve our targets. Your responsibilities encompass overseeing all financial processes, from payroll to annual accounts preparation and audit, while maintaining compliance with financial regulations, and charity reporting practices.

**Risk Management, Governance and Reporting** - You will maintain a high standard of stewardship and facilitate effective communication and collaboration, assist the Board of Trustees in governance matters and conduct regular reviews of the Risk Register.

### **About Barnet Together**

To provide the best support the local voluntary sector, YBF works in collaboration with two other local organisations, Inclusion Barnet and Volunteering Barnet, under the banner of Barnet Together. <https://barnettogether.org.uk> . Together we use our collective knowledge and staff skills to best serve the community. We are also part of the wider Young People's Foundation movement and make a real difference to the local communities.

### **Candidate Profile**

We appreciate you may not carry all the skills and experience set out below, but if you feel you have the potential to develop them and excel in the role then we would love to hear from you.

#### **Essential**

- Proven experience as Head of Operations (or equivalent) and motivation to take the next step into this leadership position. Strong interpersonal skills, outstanding organisational skills and sound leadership abilities. Knowledge of legal compliance processes, plus relevant charity knowledge.
- Financial analysis ability, including budgeting and financial reporting.
- Experience of strategic organisational planning, able to demonstrate the ability to solve problems and make decisions despite uncertainty.
- Experienced line management of operational staff, leading and supporting them to achieve agreed goals. Working knowledge of data analysis and performance / operational metrics.
- Proven critical thinking ability with excellent written and oral communication.

#### **Desirable**

- Experience in risk management, including the implementation of controls to reduce risk
- Knowledge of membership/infrastructure organisations.
- Experienced/track record in working in and understanding the Voluntary, Community, Faith, and Social Enterprise sector, and especially with small, local groups.

- Experience of working with Customer Relationship Management systems such as Salesforce. Holding relevant qualifications to support the role; e.g accountancy, risk management.

#### **Qualities**

- Commitment to the ethos and values of YBF and passionate about the voluntary sector and its role in creating positive social change.
- A self-starter, a confident decision maker and able to manage your own time and prioritise workload
- Commitment to equality, diversity and inclusion and an understanding of how to
- Comfortable taking accountability for significant strategic objectives.

#### **Equality, Diversity & Inclusion:**

YBF works with and supports diverse communities. Our member organisations are grassroots nonprofits supporting young people in our communities. Many of these organisations are led by global majority groups. As Young Peoples Foundations, we work with our members to elevate their work and voices. We recognise the impact of poverty and racism on our communities and aim to work actively alongside communities rather than 'doing to them' and take an intersectional approach.

We also acknowledge the additional impact of discrimination experienced by women, disabled people and LGBTQ+ people of the global majority. As part of our commitment to equality, diversity and inclusion across our network, we ensure diverse communities are represented and supported in our organisation and structures and encourage applications from all sections of the community.

Young Barnet Foundation is an equal opportunities employer. Young Barnet Foundation offers a flexible approach to working hours, working closely with each staff member to suit their personal and professional needs. This role may require some occasional evening and weekend working.

Young Barnet Foundation will endeavour to make reasonable adjustments to the application and interview process for disabled people, please contact us if you would like to discuss this.

#### **Application Process:**

**Closing Date:** Monday 10th March 2025

**Step One:** Complete our anonymous equality and diversity monitoring form [here](#).

**Step Two:** Apply with a covering letter and an up-to-date CV, detailing your relevant abilities, skills, knowledge, and experience. Include any voluntary/unpaid activities and state your preferred hours and working pattern. Email your application to [recruitment@youngbarnetfoundation.org.uk](mailto:recruitment@youngbarnetfoundation.org.uk).



**Enquiries:** Telephone: 0203 621 6090

\*CVs and cover letters will be held for an indefinite period on our secure online filing system unless you request otherwise.

Please note that this post is subject to appointee providing two satisfactory references and undergoing an Enhanced DBS, in line with Young Barnet Foundation's commitment to safeguarding. Proof of right to work in the UK is required.

\*\*\*If you are viewing this role via an online job board/agency please be aware that you MUST submit your application via the instructions above to [recruitment@youngbarnetfoundation.org.uk](mailto:recruitment@youngbarnetfoundation.org.uk) \*\*\*