



RECRUITMENT PACK

INTERIM CHIEF OPERATING OFFICER

MISSION44



ABOUT MISSION 44

Established by Sir Lewis Hamilton in 2021, Mission 44 is a charitable foundation working to build a fairer, more inclusive future in which every young person can thrive. The charity supports bold organisations, leaders and ideas to reimagine the future and transform the lives of young people from underserved communities. [Click here](#) to find out more about Mission 44.

DIVERSITY MATTERS AT MISSION 44

We offer a working environment that values and respects every individual's unique contribution. We want to attract the broadest range of talented people and are committed to equality of opportunity and anti-discrimination practices. We positively encourage applications from all sections of society and are particularly interested in attracting applications from candidates from diverse and underrepresented groups.

ROLE DETAILS

Duration:	18 months, with scope to become permanent
Salary:	£90,000 – 4 days a week considered
Location:	Hybrid; minimum two days per week in the Central London office
Reports to:	Chief Executive
Line reports:	Head of Finance & Operations; contracted People consultant

ABOUT THE ROLE

As a key member of Mission 44's Senior Leadership Team, you will play a key role in supporting Mission 44's transition from 'start-up' to 'scale-up'. Your leadership in the design and delivery of our financial, international expansion, people, operational and digital strategies will be critical to Mission 44's ability to deliver impact, both in the UK and internationally.

Working closely with the CEO, you will ensure the development of a robust organisational infrastructure to support complex operations both in the UK and abroad. You will be the lead for our planning and performance management functions to ensure we are well informed and can challenge where needed, and have ultimate accountability for statutory compliance and risk management.

KEY RESPONSIBILITIES

FINANCE STRATEGY, BUDGET MANAGEMENT AND INVESTMENT

In close collaboration with the Head of Finance and Operations:

- Develop our medium and long-term financial strategy to support the charity's growth and sustainability.
- Ensure that all regulatory and statutory requirements are complied with, including delivery of statutory annual reports and accounts.
- Ensure confident and clear understanding of the organisation's financial position exists – both current and future state – to inform effective, long-term planning. This includes delivery of monthly management reports.
- Ensure accurate and effective accounting systems, processes and controls.
- Support Senior Leadership Team, budget holders, trustees and Board committees with the provision of financial and non-financial analysis and recommendations to support decision-making.
- Lead development of our investment strategy and selection and management of investment managers.
- Work with the Director of External Relations and wider SLT to support income generation and operating efficiencies.

OPERATIONS, HR, GOVERNANCE AND IT

- Accountable for the development and delivery of an effective people strategy and delivery of our core HR processes.
- Ensure development and delivery of an effective IT strategy, including cyber-security and solutions to manage hybrid working and international activity.
- Oversee delivery of risk management, governance and control frameworks.
- Ensure GDPR compliance as Mission 44's Senior Responsible Officer.
- Ensure we have access to appropriate legal advice as required, e.g. on contracts with suppliers and key terms and conditions.

INTERNATIONAL EXPANSION

- Act as the organisational point-person to support development and delivery of Mission 44's international expansion strategy and operating model, including developments to our governance structure, HR processes, financial systems and digital infrastructure.

BUSINESS PLAN DEVELOPMENT AND DELIVERY

- Lead delivery of the annual business planning cycle, working closely with the CEO, Head of Research & Strategy and Head of Finance & Operations.
- Working with the CEO's Executive Assistant, oversee our information management processes, ensuring relevant data on organisational objectives and key results informs management decisions.
- Oversee cross-organisational approach to project set-up and management.

SENIOR LEADERSHIP

- Play a full role in the wider leadership and management of the charity.
- Provide performance management, regular feedback, coaching, and appropriate training and development opportunities to support employee effectiveness.
- Develop and maintain excellent working relationships with Board members and co-optees to ensure they are appraised of all key developments.
- Personally exhibit Mission 44's values in all day to day activities, communicating strategy and operational decisions from the Senior Leadership Team as appropriate.
- Act as a credible ambassador for Mission 44, enhancing the reputation of the charity through sector engagement and external leadership.

ABOUT YOU

KNOWLEDGE AND EXPERIENCE

- A qualified accountant with post qualification experience in comparable roles/functions including finance, IT and HR.
- Relevant Director or management experience, demonstrating capacity to operate at a senior leadership team level.
- Strong track record of leading strategic financial planning.
- Experience of setting-up and scaling an organisation internationally (desirable).
- Experience of managing complex cross-directorate programmes.
- Strong business acumen and commercial awareness.
- Experience of strategic financial management of assets including investments.
- Proven track record in governance and risk management.

SKILLS

- Excellent strategic skills with a proven ability to spot opportunities based on insight and or data that enables Mission 44 to have influence or impact amongst a range of internal and external stakeholders.
- Exceptional people management skills, able to work effectively with a wide range of stakeholders.
- Demonstrable ability to work effectively with a range of specialists in different functions and disciplines.
- Excellent written and verbal communication skills; demonstrable ability to understand, interpret and clearly communicate financial and non-financial performance and concepts.
- Ability to lead procurement and contract management processes.
- Exceptional attention to detail.

PERSONAL QUALITIES

- Passionate about transforming the lives of young people from underserved communities.
- Committed to embedding diversity, equity, and inclusion in everything that you do.
- Proactive and flexible in approach, with a positive, 'can-do' attitude.
- Able to thrive in a dynamic organisation, producing high-quality work at pace.
- Be highly collaborative; your default is to work with others to deliver results.
- Able to build and maintain relationships with a wide range of stakeholders.
- Enjoy managing multiple projects on parallel and competing deadlines.
- Able to work independently, displaying strong initiative in solving day-to-day problems with limited direction.
- Motivated to stay up to date on best practices and models within your areas of responsibility.



BENEFITS AT MISSION 44

At Mission 44 we are committed to being a great place to work for all of our employees. In light of this, we are continually reviewing and improving our benefits package, but this currently includes:

- 28 days annual leave + 1 day for your birthday
- Private health insurance
- Complimentary access to gyms across our central London office sites
- Cycle to work scheme
- Unlimited volunteering leave, as agreed with your line manager
- Wellbeing and Professional Learning and Development allowances.

HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact catherine.kift@starfishsearch.com or ruby.judge@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/mission44-icoo/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: 26th July 2023

Preliminary interviews: w/c 7th/14th August 2023

