



YOUNG PEOPLE'S VOICE AT THE HEART OF
EVERYTHING WE DO

Head of Operations and Finance

JOB DESCRIPTION

Job Title:	Head of Operations and Finance
Salary:	£45,591 Plus, other benefits include ample annual leave allowance that will increase in line with service. If required, OY will provide you generous company sick pay, maternity leave, paternity leave and compassionate leave. In addition, all Oxfordshire Youth staff are offered a pension scheme and life insurance policy. Furthermore, OY delivers an 'Employment Assistance Program' that supports staff mental health and well-being by providing practical support for work and home difficulties.
Department:	Operations
Team:	Senior Leadership Team (SLT) made up of: Head of Young People's Supported Accommodation; Head of Youth Development; Head of Operations and Finance; Director of Innovation and Growth and the CEO.
Reports to:	CEO
Direct Reports:	People and Development Manager; Research, Quality and Impact Manager and the Office Administrator.
Location	Office based in Headington, Oxford (some home working possible)
Hours of work:	37.5 per week

Application closing date: Monday 31st January, 11am

Oxfordshire Youth

We envision a world in which young people gain the tools they need to navigate life with creativity, resilience and brilliant mental health.

Oxfordshire has a cutting edge youth sector full of grassroots leaders wanting to give young people the space and support needed to be the best and happiest they can be. Our organisation provides both direct deliveries through our supported housing services and an innovative Young Leadership scheme, the first of its kind in the UK, and through providing holistic support to the frontline organisations, so that they have everything they need to be delivering high impact work that is grounded in best practice, safeguarding and youth work.

Oxfordshire Youth is a boundary-breaking organisation, passionate about creating a future for and with young people that gives them the best possible opportunity to realise their potential.

Together, we will redefine the youth sector in Oxfordshire, and young people will become the leaders we know they are capable of becoming.

OY culture revolves around our core values of being:

Trustworthy, Inclusive, Innovative, Ambitious, Reflective and Self-Nurturing.

(Along with a healthy dose of office shared lunches and the occasional youth-led flash mob)

Our commitment to Inclusion and Diversity

OY is striving to build a team that is truly inclusive. We warmly welcome applications from marginalised groups, particularly people of colour, trans and non-binary people and disabled people. Your potential to learn and grow in the role is important to us, so we want to hear from you even if you don't have 100% of what we are asking for. An appointment will be made on merit alone.

Community and youth-led decision making sit at the heart of OY. To offer everyone the best experience, we start by nurturing our internal community, creating an open, inclusive and diverse organisation where all team members belong.

Job Purpose

To lead the enabling services for Oxfordshire Youth – finance, HR, premises, Health and Safety, GDPR and IT ensuring that we position ourselves to be financially sustainable, adaptable and responsive to external factors and an employer of choice.

To develop the operational infrastructure ensuring our policies, processes, procedures and systems are appropriate and efficient. This includes, Finance, premises, IT, compliance, impact measurement, insurance, procurement, safeguarding, HR, data analytics and reporting.

To be the lead on financial planning and annual budget setting highlighting financial risk and monitoring the financial health of the charity.

To oversee the People function ensuring our structure, culture, behaviours and people processes support us in delivering impactful services with committed, motivated and valued employees.

Through superb leadership, support OY to deliver on current commitments, whilst seeking new opportunities aligned to our strategic imperatives. The role is both strategic and operational in nature.

Key Responsibilities and Main Duties

Strategic Planning and Transformation

In collaboration with the CEO shape the strategic direction of the charity, regularly reviewing and improving the strategy on an ongoing basis ensuring the operational infrastructure supports the achievement of the strategy.

Ensure that all programs in our portfolio are managed effectively in terms of prioritization, funding, resourcing, people, outcomes and reporting in order that they are delivered in line with the organisational strategy.

Financial Management

- To monitor the financial health of the charity. Create monthly management accounts; report bi-monthly to the Finance, Audit and Risk (FAR) Committee and ensure that we are constantly highlighting financial risks and opportunities
- To lead on financial planning and annual budget setting. Provide high quality monthly reports on budget progress, support staff members struggling with budget adherence.
- To champion the use of robust financial processes and procedures for book keeping, record keeping, month end, expense claims, procurement, payroll and income generation.
- To lead on annual statutory accounts, the annual audit, and filing obligations with the Charity Commission.
- To expand and develop the organisation's financial strategy. Increase assets and reserves, diversify income and support gradual sustainable growth.

People Management

- To inspire and motivate the team, building a collective ambition to deliver on the mission and strategic imperatives.
- To line manage the People and Development Manager and to support her to lead the people function ensuring that our processes, systems and procedures create a fair and cohesive approach to people management.
- Alongside the People and Development Manager, support managers to ensure that OY values are lived and the organizational culture supports our mission helping us to deliver our social purpose with pride.
- Support the People and Development Manager to build capability in performance management, modelling the way, ensuring the approach to talent, succession and learning, positions OY for success and as an attractive employer.

IT

- To be the lead on IT in terms of hardware, software, procurement and system implementations including Xero, MyConcern, Lamplight, website, and other systems.
- To ensure that technology enables our staff to deliver and supports us to effectively engage with all of our stakeholders. To ensure our technological capability supports us to be at the forefront of youth engagement, marketing, communications and service delivery.

Compliance

- To lead on policies, processes and systems around compliance including GDPR, DBS, safeguarding and HR.
- To work within the organisational GDPR policy and procedure to lead on and strengthen adherence to GDPR across the whole organization and to ensure a high level of staff understanding across all teams.
- To lead on Oxfordshire Youth's Health and Safety across the whole organisation including for all premises and YPSA accommodations.

Facilities Management

- To be the key landlord contact for all of our premises, managing all contract negotiations.
- Oversee all maintenance for our premises ensuring repairs are booked and carried out in a timely fashion.
- To lead on the fundraising for and purchase of a new Oxford Youth Hub; chairing the joint staff and trustee working group.

Fundraising

- To drive forwards Oxfordshire Youth's plans for continuous sustainable growth, with the support of the fundraising team
- To work with the fundraising team to increase Oxfordshire Youth's unrestricted turnover

Other Duties with Oxfordshire Youth:

- To lead on the coordination of other training contracts as and when they arise within the organisation
- To contribute to the content of Oxfordshire Youth's communications including the newsletter, website and other internal and external communications
- To work towards annual KPIs agreed with the Line Manager
- To attend team meetings and regular supervision meetings with the Line Manager
- To liaise and work alongside other team members and to maintain good inter-agency links
- To ensure that all work is carried out in accordance with Oxfordshire Youth's values, guidelines, policies and procedures
- To undergo training that will enable personal and workforce development
- To undertake any other relevant duty related to the further development, promotion and sustainability of the organisation as agreed with Line Manager
- Subject to a successful disclosure at an appropriate level from the Disclosure and Barring Service (DBS)

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring young people are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the OY's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking a DBS check.

This job description is subject to amendment following discussion with the post holder.

January 2022

Person Specification

EXPERIENCE, QUALITIES AND APTITUDE

- Essential:
- Educated to degree level or equivalent experience
 - ACCA/CIMA/ACA qualified, with significant post qualification experience (qualified by experience may be considered)
 - Experience of leading a finance function in an organization
 - An understanding of HR and employment law; integrity and discretion when dealing with sensitive information.
 - Excellent leadership skills with proven experience in a leadership role.
 - A strong line manager with demonstrable experience of delivering through a team
 - Experience of managing complex projects
 - Experience of implementing and managing IT within organisations
 - Experience of managing significant budgets of over £1m.
 - Ability to carry out research and analyse both quantitative and qualitative data
 - Strong presentation, reporting and communication skills
 - In depth experience of using Xero, Word, Excel, PowerPoint, Outlook and databases
 - Committed to treating people equally, respecting differences and challenging prejudice and discrimination
 - A positive, enthusiastic and 'can do' approach to work
 - Committed to own learning and development
 - A commitment to the social ethos of the charity and an ability to relate to Young People
- Desirable:
- Prior experience of charity accounting and of leading on the audit process for a charity
 - Understanding of learning and professional development
 - Understanding of the youth sector and current challenges that young people face
 - Understanding of the challenges facing the third sector
 - Experience across all sectors (corporate, public and third sector)
 - Experience of contract management and the delivering of sizeable contracts in public or private sector

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