



Head of Finance and Operations Candidate Brief



Supplied by: NFP Consulting

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Welcome

Thank you for your interest in Special Olympics Great Britain.

This is a really exciting time to be joining the team. We have just celebrated 40 years and we are now at a critical point in our growth and development.

We have ambitious plans and need talented people to join our team and play a huge part in our growth and impact so we are reaching and transforming the lives of those living with an intellectual disability.

There are 1.5 million people in Great Britain with an intellectual disability, a figure which is set to increase 14% by 2021. We are only reaching 10,000 athletes currently, so the challenge is great.

About Special Olympics GB

We are the largest provider of year-round, all-ability, sports programme in Great Britain and supports over 10,000 athletes with intellectual disabilities on a continued basis.

There are 1.5 million people across Great Britain with an intellectual disability and a further 200 babies with intellectual disabilities born each week. It is the most common disability in the UK.

People with intellectual disabilities are at risk of exclusion from mainstream society and from opportunities of employment, ill health, lack of friendship and of not achieving their potential or developing confidence in themselves.

Special Olympics GB helps children and adults with an intellectual disability the opportunity to achieve their personal best in an inclusive, supportive environment, whilst promoting inclusion in wider society at the same time.

Throughout the year and every year Special Olympics GB athletes have the opportunity to take part in single-sport and multi-sport competitions locally and regionally all across Great Britain. Also, every four years our athletes also have the chance to compete in our National Games as well as in European and World Summer and Winter Games.

Children and adults with intellectual disabilities who participate in the Special Olympics sports programme develop improved physical fitness and motor skills, greater self-confidence and a more positive self-image. They grow mentally, socially and spiritually and ultimately discover not only new friends, abilities and talents, but their “voices” as well.

Getting involved with Special Olympics gives families a chance to meet other families who have undergone similar challenges. Our 150 clubs around the country offer a network that connects experienced or “veteran” Special Olympics family members and friends with families and friends new to Special Olympics, so they can provide support and information in a critical time of need.

Volunteers play a pivotal role in the functioning of Special Olympics GB. We rely on a workforce of over 3000+ volunteers to support and enable the delivery of our National Programme facilitating access to year round training and competitions for both adults and children with intellectual disabilities.

For our athletes, excellence is personal achievement, a reflection of reaching one’s maximum potential – it is a goal to which everyone can aspire. For those Special Olympics athletes who attain an elite level in their sport, we signpost and support a pathway into Paralympics and other elite competitions.

Special Olympics GB is committed to increasing the availability of our programmes and competitions over the next 5 years, with the ultimate aim of ensuring anyone in Great Britain with an ID has the opportunity to take part in sport and all the benefits this brings and enabling us to drive our vision that in using sport, SOGB empowers children and adults with an intellectual disability to enhance their health and wellbeing, develop as individuals and feel equal and valued.

Strategic goals

Empower every athlete to fulfil their potential – sporting and personal

2. Grow our community

- By growing participation
- By providing access wherever you live
- By increasing the number of competitions

3. Strengthen our networks

- Actively engage families
- Attract and train new and young volunteers
- Partnership working

4. Speak up for intellectual disability

- Enable more people to tell their stories
- Increased brand recognition
- Consistent branding and messaging

Job description

Job title:	Head of Finance and Operations
Salary:	£45,000-£50,000
Accountable to:	Chief Executive Officer
Accountable for:	Finance, Human Resources, IT, Governance, Legal and Facilities
Location:	Old Street, London
Hours:	35 per week

Context

As Head of Finance and Operations, you will have overall responsibility for all Special Olympics GB's corporate services including all aspects of the finance function; human resource management; corporate planning, risk management, management information and IT systems; some governance activities; legal function; and facilities management.

You will ensure that these services are offered to the highest standard and that the organisation runs smoothly, efficiently and economically.

You will work alongside, support and be accountable to the Chief Executive.

As a member of the Leadership Team you will play an important part in shaping the organisation, driving it forward and actively support, develop and implement the strategic plan in accordance with the stated mission.

Main Areas of Responsibility

Business planning

- Co-ordinate the production of SOGB's strategic business plan in collaboration with internal and external stakeholders, working closely with the CE, Leadership Team and trustees.
- Ensure each delivery function has a robust plan in place for delivery aligned to strategic objectives.
- Ensure all goods and services are procured in a cost efficient manner and resources expended to best effect

Finance management

- Finance reporting and presentation of monthly financial reports, budgets and projections to Trustees, Leadership Team, managers and to SOGB's external partners/funders as required.
- Ensure compensation and benefits systems operate effectively and in compliance with SOGB policies and manage the annual pay award process
- Attend the Finance Committee as well as all Board meetings.
- Produce statutory accounts and any other reports required by Companies House and the Charity Commission in close cooperation with SOGB's auditors.
- Ensure that SOGB's accounts and accounting systems are maintained in accordance with UK accounting standards and compliant to the requirements of the Charity Commissioners and Companies House.

Charity governance

- Support the development and implementation of governance policy for SOGB, in line with charity legislation and best practice.
- Provide senior level governance advice and support to the Chair, Trustees and Chief Executive as required.
- Oversee the provision of comprehensive secretariat support to the Chair and Trustees and all sub-committees.
- Ensure the risk register and management systems are robust and up to date, ensure these are updated.
- Ensure adequate insurance cover and the production of robust disaster recovery and business continuity plans.

Human resource management

- Maintain the Employee Handbook and ensure SOGB's HR practice is compliant with employment legislation, best practice and in accordance with corporate policy
- Ensure all managers are aware of SOGB's HR practices and supported in their practical application in the workplace
- Lead in the staff appraisal system and audit in consultation with the Senior Management Team and the Chief Executive.
- Promote a culture of learning and development and ensure all members of staff are well resourced to reach their full potential.

Information systems

- Ensure effective management and delivery of SOGB IT systems and related technology in line with business needs, data and cyber security measures and anticipating future requirements.
- Take responsibility for data security, back up and support systems across SOGB and associated companies and interests.

Facilities and equipment Management

- Liaising with the landlord, manage necessary maintenance, including repairs or modifications that are required for SOGB's office space.
- Ensure facilities comply fully with all statutory workplace regulations (e.g. for health & safety).

Line Management and Team Working

- Contributing as a member of the Leadership Team to wider business improvement, organisational development and championing the professional integrity of SOGB.
- Responsibility for the day-to-day management, leadership and motivation of direct reports as well as for the contributions of high value volunteers.
- Setting objectives, professional development, performance management of direct reports.
- Ensuring direct reports are supported to take ownership for individual work plans.
- Keeping under review the operation, size and balance of responsibilities of the fundraising and communications team.

Person specification

Experience and knowledge

- Senior finance and resource management within a comparable organisation.
- Finance qualification or substantial evidence to demonstrate finance qualified by

- experience.
- Knowledge of charity finance and resource management compliance including statutory reporting.
- Knowledge of SAGE
- Line management of a multidisciplinary team.

Skills and abilities

- Leadership and people-management ability that inspires and motivates others
- Ability to articulate strategic vision and translate this to operational objectives
- Planning and organising skills in order to produce operational plans, manage projects and establish appropriate organisational business processes;
- Empathy and social skills in order to build effective working relationships with others, e.g. beneficiaries, funders, donors, decision makers and staff members;
- Effective negotiating, influencing and persuasion skills at the highest level;
- Excellent oral, written communication and presentation skills including the ability to present in public with gravitas;
- Effective team-working and collaboration skills;
- Financial and business acumen (assessing opportunities and applying resources effectively)
- Innovation in the development of responses to challenges and opportunities

How to apply

For an informal discussion about the role, please contact our recruitment partners, NFP Consulting:

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Simon Lloyd, Director
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Application is by way of CV and a Supporting Statement, which should concentrate on the experience and knowledge requirements and be around 1,000 words max.

Applications will be reviewed on a rolling basis.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview, completing the online exercise. Any requests will not be taken into account and do not affect your equal opportunity in the selection process.