



THINK18 is seeking a

CHIEF OPERATING OFFICER

(Part time – up to 3 days per week)

THINK18 a local charity that supports young people and adults with learning disabilities who live around Chichester, West Sussex. The charity was set up to help them transition from formal education by developing social networks and friendships, whilst enabling them to be as independent as possible. We are a growing charity and are continuously creating opportunities to expand our offer of various social activities both in person and online, through workshops and support activities to ensure they can live enriched purposeful lives in the local community.

We are now at the stage where we are seeking a COO, who will be a crucial member of the Senior Leadership Team with overall strategic responsibility for the day to day management of all of the Charity's functions – including the effective delivery of: enrichment activities; safeguarding; income generation; financial and workforce management.

The individual will need to be in or very close to Chichester.

Position Overview

The COO is responsible for translating our strategy into operational plans, ensuring that we deliver on our targets, leading on new funding applications, and keeping our teams of staff and volunteers supported and motivated. The role is varied and stimulating and is supported by a small team of experienced financial and administration staff that will report to the post.

The post holder will also play an important role in working with the Board of Trustees and the wider team to continually update our strategy and to ensure our goals and ambitions are delivered on time and within budget. Providing advice to the Board and reporting of progress against our strategic goals and enablers.

- Accountable to the Chair of the Board of Trustees.
- Ensure Good Governance and that policies and procedures promote THINK18's culture and vision.
- Develop successful Grants /fundraising initiatives – working with those that are involved in the grant application process.
- Create and present an operations report to the Board of Trustees at Board Meetings
- Oversee daily operations of THINK18; liaising with the Finance Officer, Safeguarding and Admin staff
- Ensure effective personal development arrangements are in place for Trustees, staff and volunteers.
- Be responsible for recruitment and development of staff and volunteers

Position Requirements

- A senior individual with people skills having at least 5 years in the Charity sector, ideally working within the additional needs sector (and/or lived experience with a young adult with moderate to severe learning disabilities).
- Experience in a leadership role within the Charity sector.
- Skills:
 - Service Delivery and performance management.
 - High level and detailed Financial Acumen.
 - Effective leadership and communication.

- Problem-Solving.
- Relationship building - working with other charities and statutory organisations.

Remuneration

- Circa £58,500 pro rata (£35,000 for 3 days a week). The rates of pay are dependent upon age and experience.
- Opportunity to progress career within a growing charity.
- 25 days holiday pro rata plus public Bank Holidays.
- The post holder will be expected to enrol in the Charity's pension scheme.

Please could interested candidates email a CV and written evidence of their suitability for the post to jane@think18.org.uk

CLOSING DATE for applications

COP 17th July 2026

Interviews w/c 27th July 2026

Please see job description and Person Specification for further detail