



This position is for an independent contractor/self employed individual to undertake the role of

CHIEF OPERATING OFFICER

(Part time – up to 20 hrs per week)

A Chief Operating Officer is required for THINK18 a local charity that supports young adults (aged 16 – 35) with learning disabilities in Chichester, West Sussex. The charity was set up to help young adults develop social networks, friendships and support their independence. This is a growing charity, and it is expanding its offer of various social activities both in person and on ZOOM, workshops and support activities to ensure the young adults can live enriched purposeful lives in the local community.

We are looking for a highly motivated individual to join the Charity ensuring both day to day management of all functions and to help us to shape our future strategy and structure. This is a senior role that will expand as the Charity grows however, it is anticipated that this will be on a fixed term contract basis for 6 months initially. The individual will need to be located in or very close to Chichester.

Position Overview

- Reporting to the Founder of the Charity – Tessa Denison on a day to day basis. Accountable to the Chair of the Board of Trustees.
- Create and present an operations report to the Board of Trustees at Board Meetings (currently bi-monthly) keeping the Board up to date with all activities.
- Oversee daily operations of THINK18; liaising with the Finance Officer and Admin Manager to ensure that:
 - Financial outlook, budgeting, and planning is current and any issues reported promptly.
 - All activities / events are planned and any concerns dealt with in a timely manner
 - The booking system is maintained and used by all members
 - Grants / fundraising initiatives – working with those that are involved in the grant application process.
- Ensure the process for the recruitment and development of volunteers is maintained and developed in line with the growth of the charity.
- With the lead trustee for training and development, ensure effective personal development arrangements are in place for Trustees and volunteers.
- Maintain policies and procedures that promote THINK18's culture and vision.

Position Requirements

- A senior individual with people skills having at least 5 years in the Charity sector, ideally working within the additional needs sector (or lived experience with a young adult with moderate to severe learning disabilities).
- Experience in a leadership role within the Charity sector
- Skills:
 - Operations Management: Strong understanding of operational processes, systems, and logistics.
 - Financial Acumen: Ability to manage budgets, analyze financial data, and make informed decisions.
 - Leadership: effective leadership and communication skills are crucial.
 - Problem-Solving: must address challenges and find practical solutions.
 - Collaboration: Working closely with others including contractors, volunteers, friends of THINK18, trustees and with other charities and statutory organisations.

Remuneration

- Circa £20 – £25 per hour. The rates of pay are dependent upon age and experience.
- Opportunity to progress career within a growing charity.
- This is a contract position – individual is responsible for paying their own tax and national insurance and submitting (where applicable) their own self-assessment to HMRC.
- This position does not include holiday or sick pay.

Please could interested candidates email either a CV or written evidence of what makes them suitable for the post to jane@think18.org.uk