

CSH Chief Operating Officer

- Home-based with monthly travel to Oxford and other national travel where necessary.
- Full/part-time post: 4 – 5 days per week
- Salary: £43,000 pro rata per annum (plus contributory pension)
- Fixed term for 12 months (with the expectation to extend into a permanent position)
- **Apply by 5pm on 8th September 2023.**

Overview

This is a new role and will be part of the Senior Management Team. The Chief Operating Officer will assist this team in implementing the organisation's strategy, securing the organisation's recent expansion, and supporting potential future growth of the organisation. We are looking for a dynamic experienced leader with excellent people, operational and financial management skills to support the everyday management of the operations and finance team as well as the financial planning for the organisation. As Chief Operating Officer, you will work closely with the Chief Executive, who needs to prioritise more external market facing work, to manage financial, operational people and internal business policy, processes, and procedures to ensure the smooth running of this energetic and flexible organisation.

The Chief Operating Officer will be responsible for the delivery of core services such as Finance, IT and Compliance, and also manage a core team of staff to deliver Fundraising, Communications, HR and Administration.

About The Centre for Sustainable Healthcare

The Centre for Sustainable Healthcare is well known for our work on sustainable healthcare in research and practice. We provide strategic input and consultancy to national and local programmes. Our Sustainable Specialties Programme is designed to mainstream sustainability within clinical areas so that it is integral to the planning of health systems and the practice of healthcare professionals. This is supported by our work in medical education and in carbon modelling of clinical care. Our greenspace projects, especially the NHS Forest, assist organisations to improve their natural environment and reconnect their staff, patients, and the wider community with their local greenspace to benefit their health.

About The Role/Key Responsibilities:

- As part of the SMT create and implement the organisation's strategy, business plans and procedures.
- Manage and lead core team members, including admin, fundraising and communications. Support their development and assure the quality of their work.
- Oversee and implement the programme of organisational internal work across the key operations functions – finance, IT, HR, Risk and Compliance, Communications, Fundraising and Administration.

- Oversight and management of the organisation's financial processes including management of the organisation's budget process; the monitoring and management of cash-flow, and financial reporting at organisational, programme and project level.
- Oversee HR function including policies and procedures, training and development and culture and values.
- Set up and manage the organisation's business planning cycle across strategy, business planning, budgeting, and implementation to support delivery of the organisation's objectives.
- Management of key third party partners and service providers, accountants, auditors, and technology partners.
- Organisation and coordination of the SMT (monthly) and the Trustee (quarterly) meetings and ensure that they are provided with adequate data and analysis for effective management decision-making.
- Oversee Trustee and SMT processes including recruitment and inductions.
- Review current organisational processes and procedures to identify potential gaps and opportunities for improvement to build organisational capability.

About You

We are looking for a dynamic person, with proven experience in leadership and management, operations, finance, and business management. It would also be desirable if they had an understanding of environmental sustainability. We are particularly looking for individuals with the following skills and experience:

- Experience of managing operations and finance in small to medium sized organisations, either in the NGO or private sector.
- Excellent Leadership and Management skills
- Excellent interpersonal listening and speaking skills.
- Organised, methodical and conscientious; able to juggle and prioritise multiple activities and work efficiently to meet tight deadlines.
- An ability to work as a friendly and constructive member of the team, working toward common goals to delivery high quality work to our clients.
- Team orientated with ability to work with a wider range of partners.
- Aptitude in decision-making and problem-solving
- Ability to use MS Office suite.
- Understanding of environmental sustainability and/or the health sector **(Desirable)**.
- BSc/BA in Business Administration or relevant field; MSc/MBA is a plus **(Desirable)**.
- Values driven.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership, or any other characteristic protected by law.

How To Apply

Please email a cover letter and CV to Info@sustainablehealthcare.org.uk

Your cover letter should detail how you fit the Person Specification and be no longer than two pages long. Your application will be assessed solely by how well you fit these requirements and to what extent you demonstrate your experience and/or knowledge of the tasks you will be required to complete. Your application will be assessed solely by how well you fit the requirements in the Person Specification and to what extent you demonstrate your experience and/or knowledge of the tasks you will be required to complete.

- **Closing date: 8th September 2023 (5pm – 17.00)**

For any questions, please contact info@sustainablehealthcare.org.uk

Location

The role will require some travel within the UK for visits, meetings, and conferences. We encourage the use of sustainable travel wherever feasible. CSH is based in Oxford, UK. Staff are expected to attend office meeting days in person once a month. Travel costs for attending these meetings are reimbursed.

Appointment

The appointment is initially for a fixed-term one year position, with the expectation of it then becoming a permanent position. The salary offered is between £40K and £45K per annum pro rata, plus contributory pension. Ideally the successful candidate will work full-time for CSH, however this could be reduced to 4 days/week by arrangement. Applicants should be eligible to work in the UK.

The post will begin with an induction period including an introduction to principles and practice of sustainable healthcare provided through CSH online training courses and orientation sessions with key staff members. You will be expected to attend monthly whole team meetings in Oxford and (by prior agreement) attend meetings or events in other locations within the UK as necessary, with expenses covered by CSH.

Benefits

CSH is a registered charity, and our salary levels are competitive within the charity sector. We aim to increase salaries in line with cost-of-living at least annually. Working with CSH has many additional advantages: CSH cares for every staff member as a whole person and as a valued part of the team; CSH provides support for people working in different circumstances and is flexible in terms of working patterns to accommodate individual needs.

Equal Opportunities and Eligibility to Work in the UK

As an equal opportunities employer, The Centre for Sustainable Healthcare is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

The Centre for Sustainable Healthcare aspires to be a diverse and inclusive workplace and strongly encourages suitably qualified applicants of the global majority, people with disabilities and men to apply, as these groups are currently under-represented in the organisation.

If you require reasonable adjustments at any stage of the application process, please contact info@sustainablehealthcare.org.uk

Please note, we have a legal responsibility to ensure that all our workers and employees have the legal right to live and work in the UK. As such you may be asked to provide proof that you have the right to work in the UK.

Data Protection

CSH is committed to ensuring your data is protected and is only used in line with GDPR guidelines and we do not collect unnecessary personal data from applicants during the recruitment process. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job.

Please see our [privacy policy](#) for more information.