



Director of Finance and Operations

Recruitment Pack

Deadline for applications: 12 PM Sunday 20th March 2022

Interviews: Please note there will be an early round shortlisting 10th March; early applications encouraged.

First round interviews will take place by the 24th of March.

**Help inspire a new generation
of active citizens**

www.youngcitizens.org



1. Introduction from the Chair of Trustees

Thank you for taking the time to consider this exciting opportunity to join the Young Citizens staff team. Today's young citizens are shining a light on critical issues such as Climate Change, Black Lives Matter and LGBT+ rights. The potential for the UK's youth to actively drive true change and impact within society, through campaigning and education, has never been greater.

Young Citizens is a national charity working to promote citizenship education and social action throughout primary and secondary education in the UK. We operate as a crucial support system for young people and educators alike. Through a range of initiatives, including education programmes such as the Make a Difference Challenge and Democracy Ambassadors, and immersive learning experiences such as the National Bar Mock Trials, Young Citizens actively engages over 350,000 children aged 5-18 years old every year. We operate at the intersection of politics, the law, social action and the media, and the work we do has never been more important or influential.

Founded over 30 years ago, we help young people become active and engaged citizens, able to contribute positively to their communities – locally, nationally and globally. We believe that young people's active participation in their communities is vital to strengthening democratic society, and with the Covid-19 pandemic having such a profound impact on young peoples' lives, our work is now more important than ever. We empower teachers and volunteering professionals with specialist training and resources for classroom delivery and we advocate with policy makers and influencers for all young people to receive high quality citizenship education. All of our efforts are focussed on one very clear mission: to help young people be active citizens for life.

If you share our passion for empowering young people to positively shape society, and you think this role is for you, we look forward to hearing from you.

Edge Watchorn
Chair of Trustees

2. Meet the CEO, Ashley Hodges



Thank you for your interest in joining Young Citizens as Director of Finance and Operations. This recruitment pack provides information about the role and the charity, which may be helpful to your application.

It is an exciting time to join our team. In the development of the emerging society after both the pandemic and Brexit, it has become imperative that organisations like Young Citizens take a proactive step in directing and shaping relevant conversations that give young people a voice in the shaping of the society they will soon be leading.

The Director of Finance and Operations will manage the support services function to ensure the effective internal management of the organisation and the creation of an effective platform from which the service delivery teams can operate. This will allow the CEO to focus on policy, networking, communications, project development and delivery.

You will be a key member of our Senior Leadership Team (SLT) with strategic oversight of Finance, Human Resources, Operations and ICT. This role will also ensure excellent project delivery through assisting and advising managers to develop proposals, manage their budgets and deliver their business plans.

You will report to the CEO and manage the staff in the support services team which currently consists of the HR Coordinator and Programmes Executive. They will also manage our outsourced providers of Finance, HR, ICT and similar consultants. You will work closely with the Director of Programmes and Learning and the Head of Partnerships and Engagement as part of our SLT.

This role offers the right candidate a chance to help shape the strategic future of a busy, growing youth charity whilst being hands-on as a leader within the organisation. Whilst financial qualification and senior experience managing operational systems is required, we welcome candidates from varied backgrounds.

I do hope you are interested in this opportunity to make a real impact on an organisation focused on social good – and if so, we look forward to receiving your application.

Ashley Hodges
CEO

3. Young Citizens in numbers

16 Young Citizens staff based across the United Kingdom

32 corporate partners currently taking part in our Experts in Schools programme

2,000 professionals who take part in our corporate volunteering programmes

12,000 young people who benefit from working with professionals in a classroom setting each year

370,000 young people who benefit through involvement in a Young Citizens programme annually

80% of secondary schools have used Young Citizens teaching materials



4. Our Strategic Goals

We have four strategic goals within our [Strategic Plan](#). Each one is aimed at significantly increasing our reach and impact by 2027.

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5. Job Description

Job Title:	Director Finance and Operations
Salary:	£45,000 - £48,000 (depending on qualifications and experience)
Contract Type:	Permanent
Responsible to:	CEO
Pension:	8% employer's pension contribution
Annual Leave:	28 days per annum pro rata plus bank holidays
Location:	Central London
Hours of work:	37.5 hours per week. Normal office hours are 9am to 5:30pm, however, this role may also involve some occasional agreed out-of-hours activity (occasionally at weekends) and working away from the office and home.

Benefits: In addition to joining a friendly, dynamic and supportive staff team, Young Citizens offers a generous employee benefits package including an 8% employer pension contribution, 28 days annual leave (plus Bank Holidays), volunteer leave and even your birthday off!

Main Responsibilities

1. Financial Management and Strategy

- Act as key financial manager for the organisation, ensuring due diligence, day-to-day management and providing strategic guidance to the CEO, Board of Trustees and staff.
- Oversee and ensure accounting processes including reconciliation of balance sheet accounts.
- Oversee the annual audit, maintaining relationships with auditors and ensuring this process runs smoothly.
- Develop and manage organisational budgets, ensuring that all budget holders are effectively managing their budgets.
- Manage the outsourced finance provider, regularly assessing their service and division of tasks to ensure the most effective finance function and that regular finance updates are provided.
- Review and improve the organisation's financial processes and controls to ensure sound financial management and compliance with legal, statutory audit requirements.
- Be responsible for contracts to ensure funding is received in a timely manner in line with the agreed terms and accurately recorded.

2. Operations and systems oversight

- Act as the senior operational leader and where needed direct manager of the charity's contracts, suppliers and office site (incl. leases and facilities)
- Ensure that ICT systems within the organisation are optimal by effectively managing the outsourced ICT provider and any tendering processes and associated contracts.
- Manage and review contracts for the provision of office facilities (telephones, printers, franking machine), utilities ensuring excellent service and value for money.
- Provide operational and financial inputs to income generation proposals such as applications for project funding or grant applications for core organisational activities.

3. Governance, Insurance, Risk and Legal

- Act as the Company Secretary for the charity, ensuring proper reporting to internal and external regulatory bodies.
- Be the primary contributor to Finance Committee meetings and maintain regular liaison with the Treasurer.
- Ensure appropriate insurance cover for all aspects of the Charity's work.
- Work with the Trustees and CEO to develop and regularly review the organisation's risk register to manage and mitigate risk.
- Support the governance of the charity by ensuring the organisation complies with all statutory legislation including health and safety requirements, data protection, employment law and safe keeping of legal documents.

4. Human Resources Support

- Ensure Charity's policies, procedures and practices in line with legislation and best practice within the sector.
- Help in developing and implementing the HR strategy with administrative support from the Executive Assistant and CEO.
- Support line managers in dealing with HR issues, providing advice, guidance and support.
- Develop and support staff in their training and development needs.
- Oversee recruitment processes including, dealing with recruitment agencies, contracts, drafting of job descriptions, interviewing etc. as needed.
- Support recruitment itself when needed and ensure induction processes are performed for new staff.
- Ensure that payroll has correct and timely information on starters, leavers and changes to employees' salary, hours of work, contract duration etc.

5. Senior Leadership Team (SLT) and Organisational Support

- Play a full and collegiate role in the leadership and management of the organisation alongside 3 members of the SLT.
- Provide papers to and contribute to Board of Trustee and subcommittee meetings.
- Communicate strategies, policies and procedures agreed by SLT effectively to staff.
- Line-manage support team including executive administrators for finance and HR.
- Support the implementation and success of the Charity's strategic plan.
- To fulfil other relevant organisation-wide duties including basic administration tasks such as answering queries or liaising on our behalf, where you are the best point of contact.
- Occasional support to project events and represent Young Citizens at events, as required.
- To uphold the charity's values: Fair, Enquiring, Respectful, Collaborative, Internationalist.
- Any other duties that might be reasonably required by the CEO.

7. Person Specification

Post Requirements	Criteria: Essential (E) Desirable (D)	Criteria
Education training and experience	E	Extensive experience of strategic financial management and oversight, including managing an outsourced provider.
	E	Experience of setting, managing and monitoring multiple budgets across an organisation.
	E	Experience of operating as part of senior management and corporate decision-making.
	E	Experience of delivering governance support to Boards, subcommittees and acting as Company Secretary for a charity.
	E	Experience of ensuring compliance with external regulatory bodies and legal standards.
	E	Experience of managing facilities and premise, including contracts and procurement.
	D	Experience of Human Resource Management or overseeing an outsourced HR provider.
	D	Experience of managing ICT delivery and managing an outsourced IT provider.
	D	Line management experience.
Skills, abilities and knowledge	E	Excellent interpersonal and communication skills, both written and oral.
	E	Strong financial management skills including senior management of finance staff and procedures.
	E	Ability to produce results quickly and work under pressure with tight deadlines or in a rapidly changing situation.
	E	Ability to clearly explain financial considerations and

		budgets to non-finance specialists including taking part in deliberations around project ambitions and operational practicalities.
	E	Excellent organisational skills with the ability to work independently.
	E	Strong leadership skills
	E	Good ICT skills and ability to learn new platforms
	E	Willingness to work in innovative and flexible ways.
Special job requirement	E	There will be a need for flexible working as on some occasions you may be required to work weekends and travel outside London during the year.
	E	An understanding of, and empathy with, the charity sector.
	E	Willingness to put into practice the aims and values of Young Citizens.

8. Your application

To apply, please submit an up-to-date copy of your **CV** and a **Personal Statement that answers:**

1. *Why is this specific role at a lean yet national charity the right next step in your career?*
2. *Explain more about your ability to bring financial leadership to an organisation of our size.*
3. *Given the variety of this role we would expect at least one area to be one requiring development or to be a newer area of management for the candidate. Which area would you have the least experience in thus requiring more support?*

Please note our application process for this role:

- All applications **must include a CV and a personal statement** regarding your fit for this specific post; applications with generic covering letters will not be accepted nor reviewed.
- **Please note we will be actively reviewing applications ahead of the closing date.** We encourage early applications.
- Please include your notice period in your application.
- All applicants must have the existing right to legally work in the UK.
- **Please respond before the deadline – 12pm on Sunday 20th March 2022.** Please note that we are keen to recruit as soon as possible and will review candidates before the closing date.

For an informal conversation about the role, please contact Valentina through recruitment@youngcitizens.org and a member of the team will be able to assist you.

We look forward to receiving your application.