**Light Project Peterborough**

**Chief Operating Officer**

Light Project Peterborough was started by a group of Christians who believe in showing their faith in action. We are in place to serve the city and those in need.

Light Project Peterborough vision is ‘To enable and equip the church and community to heal the brokenhearted, set free the oppressed and bring good news to the poor.’

The charity has strong links within and across the statutory, community, church and business sectors and has become a “go to” faith-based charity for leading systems change and delivering support and services to the poor, vulnerable and those in need.

With visionary leadership and a strong board of trustees LPP will continue to aspire to expand its services and influence within the city to promote a reduction in poverty to those most in need. Where there is a need, we will endeavour to meet it either internally or by stimulating change or new growth.

**Purpose of Post**

The post-holder leads on specific areas of operational activity for Light Project Peterborough (LPP) and deputises for the Chief Executive Officer (CEO). The post-holder will have responsibility for managing staff, volunteers and partners.

Although our vision offers flexibility the current core purpose of our work is the care and support for Peterborough’s homeless and rough sleepers.

**Salary**: £28,600

**Role reports to:** Chief Executive Officer

**Based at:** The Garden House, Gravel Walk, Minster Precincts, Peterborough, PE1 1YU

**Hours:** Full time (37.5 hours)

**Main Duties and Responsibilities**

1. Strategic and operational lead on specific areas of LPP’s work, including Information Technology and Governance.
2. Deputise for the CEO as required and across the strategic and operational work undertaken by LPP.
3. Represent LPP with external stakeholders at meetings and external events, as required
4. Support the CEO in ensuring the Board of Trustees is provided with accurate and timely information.
5. Support the CEO in ensuring the Charity fulfils all its legal, statutory and regulatory responsibilities.
6. Keep up-to-date with new developments and ensure that LPP is able to react rapidly to these developments.

**Specific Responsibilities**

**Leadership and management**

1. Manage own responsibilities and direct reports effectively, providing supervision, support and development.
2. Support the CEO in the recruitment of new staff and volunteers and to develop and implement LPP’s training pathways.
3. Contribute to strategy reviews and implementation as required
4. Lead, develop and monitor effective systems for case management, data recording and impact measurement
5. Attend Board and strategy meetings as required.
6. Develop and promote a learning environment throughout the charity by means of monitoring and evaluation, thereby improving outcomes for the people LPP serves

**Finance**

1. Monitor income and expenditure against budget for areas of own responsibility and contribute to monthly management and annual accounts as required, working closely with Finance leads.
2. Support the CEO in producing the annual budget and operating plan for the charity, including leading on own areas of responsibility.
3. Maintain key indicators reporting for own areas of responsibility.

**Stakeholder engagement**

1. Represent and be an ambassador for LPP with external stakeholders and at external events.
2. Maintain and develop effective networks with principal stakeholders

**Governance and Health and Safety**

1. Write and review policies and procedures ensuring activities and projects are delivered safely, effectively and in in accordance with legal requirements.
2. Lead on Health and Safety of staff, volunteers and service users
3. Responsible for management of buildings and property ensuring Health and Safety compliance

**Additional responsibilities for all Light Project Peterborough’s staff**

1. To adhere to all LPP’s policies and procedures.
2. To comply with data protection regulations ensuring that personal information remains absolutely confidential.
3. To be responsible for own personal learning and development and to support the learning and development of others and the whole organisation.
4. To organise your work to ensure that it is accurate and meets quality targets and reasonable deadlines.
5. To undertake any other tasks, duties or projects that may arise from time to time.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The Chief Executive Officer may stipulate other reasonable requirements.

**Chief Operating Officer**

**Person specification**

Requirements will be assessed from a combination of the information provided on the application form and interviews.

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| **Qualifications, education and knowledge** | **Essential/**  **Desirable** |
| Educated to degree level or have equivalent relevant experience | **D** |
| Exceptional IT proficiency including Microsoft Office applications | **D** |
| Understanding of an organisation aimed at supporting people with complex health, emotional and practical needs | **E** |
| Knowledge of fundraising practice and regulation | **D** |
| Ability to comply with confidentiality, data consent and data protection | **E** |
| Willing to learn and understand the challenges of the clients we serve | **D** |

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| **Experience** | **Essential/**  **Desirable** |
| Track record of meeting and exceeding personal/team targets | **E** |
| Experience working in the charity sector | **D** |
| Financial acumen and experience in planning, budgeting and monitoring income and expenditure | **D** |
| Experience securing funds from corporate partners or major donors | **D** |
| Experience in leading delivery of new initiatives, systems and processes within an organisation | **D** |

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| **Skills and abilities** | **Essential/**  **Desirable** |
| Demonstrable leadership and management skills, including the ability to persuade others to adopt your position | **E** |
| Excellent communication skills, verbal and written, with the ability to influence, inspire and build relationships at all levels, and adapt style for different audiences | **E** |
| Well-developed organisational and time management skills | **D** |
| Project management skills necessary to plan and deliver multiple projects at once on time, to cost and quality | **D** |
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| **Personal attributes and qualities** | **Essential/**  **Desirable** |
| Strong interest in developing leadership skills and responsibility | **D** |
| Able to deal confidently at all levels with people from different backgrounds and organisations | **E** |
| Proven ability to work under pressure to meet targets and deadlines | **E** |
| Proactive, self-motivated and resourceful, able to work independently and manage own workload to meet deadlines | **E** |
| Able to work closely with others and in a small team | **E** |
| Able to use appropriate initiative and judgement, and take decisions independently within remit | **E** |
| Able to adapt quickly to new situations and evolving workload | **E** |
| Willingness and ability to learn | **D** |
| Commitment to the vision and aims of LPP | **E** |
| Able and happy to travel independently and to work some evenings and weekends | **E** |
| Recognition and respect of the Christian ethos of the charity | **E** |