

HEAD OF OPERATIONS

MATERNITY COVER

Are you looking for a leadership role in a charity that's making a real difference? Join AzuKo.

Good design improves lives. We need your help to build a fairer world.

Architecture charity, AzuKo is working to end housing poverty in Bangladesh and the UK. We're looking for an individual who has experience in a multi-disciplinary hands-on leadership role, within the charity sector.

ROLE OVERVIEW

The right candidate will have a strong focus on charity administration and development, financial stability, thinking creatively about opportunities for income, and be a passionate advocate for housing justice.

HOW TO APPLY

Complete the online application form, and submit your CV: azuko.org/apply

No candidate will meet every single requirement. If your experience looks a little different, and you think you can bring value to the role, we'd love to hear from you.

RESPONSIBILITIES

- Ensure AzuKo's operations and programme delivery are implemented efficiently and effectively.
- Be responsible for overall financial health and administration of AzuKo.
- Ensure AzuKo fulfils its legal, statutory, and regulatory responsibilities.
- Monitor progress towards strategic goals, plans and budgets.
- Inspire and lead an effective remote team, with a common sense of purpose, division of responsibility, transparency, and accountability.
- Work with the Development Officer to drive fundraising (trusts and foundations, and individual giving), innovating approaches towards existing and new supporters, with regular reviews of fundraising pipeline.
- Maintain accurate and transparent records, and filing systems.
- Consult with the Chair and Treasurer, providing regular updates on finance/fundraising, and progress against annual plan.
- Foster good communication internally within AzuKo, and externally.
- Contribute to AzuKo storytelling.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Demonstrable track record of operating at leadership level (CEO, or similar) within a small-medium size charity.
- Comprehensive understanding of UK charity administration, finance and regulatory responsibilities (e.g. Charity Commission).
- Experience of working strategically to source, secure and steward sustainable funding (grant income and individual giving) working within tight financial constraints.
- Knowledge of safeguarding legislation and processes, safety, and quality management.
- Comfortable with digital/remote working e.g. use of One Drive, Slack, Zoom.
- Proficient in Microsoft Office (e.g. Excel) and accounting software Xero.
- Excellent written and communication skills, able to articulate complex ideas in simple language.
- Passionate about the charity sector, and AzuKo's cause.

AzuKo is committed to equal opportunities and welcomes applications from all suitably qualified persons.

We value and respect all differences in people (seen and unseen).

Desirable

- Knowledge of housing issues/poverty, international development and/or women's rights.
- Experience of securing and managing large multi-year grants for international development.
- Experience of Customer Relationship Management (CRM) software.

Role:	Head of Operations (maternity cover)
Location:	Remote, UK
Time:	Part-time (2 days per week) for 6 months, with possibility of extension to 1 year
Pay:	£32,400 pro-rata
Start date:	December 2024/January 2025

WHO ARE WE LOOKING FOR

An individual passionate about the work we do, and the impact we have. While you're with AzuKo, every ounce of effort you put in will help us improve living conditions for vulnerable communities. All team members share our values.

“Co-design is at the centre of everything AzuKo does. Their collaborative approach is empowering and offers the opportunity to be a part of the change. Your ideas are encouraged and celebrated.” — Charlotte

THE IMPACT OF THIS ROLE

We're a growing charity. The hands-on role supports AzuKo to achieve its ambitious aims and fundraising targets. Our work prioritises disadvantaged individuals, families and communities facing housing poverty. Ultimately you'll be contributing to the positive change AzuKo seeks to make in the world.

WHY WORK WITH AZUKO

It's an opportunity to develop your leadership skills at an innovative and empathic charity. You'll gain an in-depth understanding of AzuKo, the charity sector, and nature of housing poverty globally.

HOW TO APPLY

Apply online: azuko.org/apply

Complete the form with your details and supporting statement, and attach your CV. Shortlisted candidates will be invited to a Zoom interview(s).

Application deadline: 24th Nov 2024
Interviews: w/c 25th Nov
Start: Dec/Jan

If you have any questions, please email: jobs@azuko.org



AzuKo is not able to offer sponsorship. The successful candidate must, by the start of their employment, have the right to work in the UK.