

(MATERNITY COVER)

CHIEF OPERATING OFFICER APPLICATION PACK



ABOUT VEGANUARY

Yes we are in fact a non-profit organisation and Veganuary isn't just something that happens in January! We're busy burrowing away throughout the year proactively working with people and businesses alike to transition towards a plant-based world. Would you believe, everything we deliver, we achieve with our small but amazing team of passionate people. Currently there are around 40 of us across 7 different countries.

Our vision is simple; we want a **vegan world**.

A world without animal farms and slaughterhouses. A world where food production does not decimate forests, pollute rivers and oceans, exacerbate climate change, and drive wild animal populations to extinction.

Our popular culture appeal, along with our positive and non-judgemental approach to veganism, is making a measurable difference for animals and the planet.

We're so proud of what we've achieved in the 10 years since Veganuary first began. Millions of people – from nearly every country in the world - have taken part in Veganuary since our launch in 2014, and thousands of new vegan products and dishes have been added to shop shelves and restaurant menus worldwide.

How amazing is that?! And there is so much more to do so this is a very exciting time to join our team.



IMPACT

We are committed to a vegan world; we will utilise research to evaluate how the highest number of lives can be spared and direct resources to that end.



DIVERSITY & INCLUSION

We know that it takes people with different ideas, strengths, interests and backgrounds to achieve our vision; we appreciate the value of this and how it brings us closer to achieving our mission.



EMPOWERMENT

We will optimise our outreach to support and encourage people on their vegan journey in a non-judgmental, positive, constructive, and easily accessible way.



RESPECT & INTEGRITY

In all internal and external relationships, we will strive for genuine, honest, and transparent communication.



COLLABORATION

By partnering with other mission-driven organisations and working closely with businesses, we will make a bigger difference.



RESILIENCE

We will continue to create a professional and sustainable (human, social, economic and environmental) organisation.

WHY WORK FOR US?

At Veganuary, our international team enjoy a rewarding career, partnering with businesses, food retailers and restaurants alike to help the world become a better place for humans and animals. Well-known for our positive, non-judgemental approach. What began in the UK as a campaign to support people in trying a vegan diet for the animals, has grown exponentially, with the number of Veganuary participants in the millions since our 2014 launch.

We are continually reviewing our benefits offering and trying to come up with innovative, relevant options for our amazing team, to show how much we value them.

CURRENTLY WE OFFER:

- Generous annual leave
- Fully remote working. We'll provide all of your IT equipment to make you comfortable working in your preferred space
- Employee assistance programme to aid your wellbeing
- Individual annual learning and development budget and annual development days off
- Monetary voucher to use on wellbeing during campaign period
- End of campaign 2 day company-wide closure as a thank you
- A human approach to working
- Matched pension scheme up to 8% with the ability to access ethical funds
- Enhanced sick pay from your first day with us

OUR PEOPLE

We offer opportunities to develop professionally whilst building a better future for our planet and animals, and the chance to collaborate with an awesome team.

We asked our team members how they would describe working at Veganuary. Some of their comments are below:



"Starting at Veganuary was life-changing for me. Imagine being connected every day to lovely, highly motivated, and inspiring people from all over the world, doing their best to change the world for the better."

Mirjam Schmitt
COMMUNICATIONS MANAGER, GERMANY



"Everyone is so motivated by a shared vision of making veganism accessible to everyone. It's noticeable how much this drives people to excel in their jobs."

Emma Robinson
INTERNATIONALISATION MANAGER



"In my experience, Veganuary offers you a supportive environment and gives you the space to learn and grow."

Hannah Weller
**INTERNATIONAL CORPORATE
ENGAGEMENT MANAGER**

THE ROLE

CHIEF OPERATING OFFICER

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- Contract:** Full-time (37.5 hours per week) or part-time (30 hours per week).
This will be a fixed-term contract of 12-14 month's duration
- Reports to:** CEO
- Salary:** Competitive
- Work base:** Home-based/Remote within the UK or Ireland
- Start Date:** January 1st 2025

ROLE DESCRIPTION

The Interim COO will lead on financial management; oversee individual giving and corporate fundraising and supervise the organisation's operations across our international team.

Playing a pivotal part in the Senior Leadership Team, you will be responsible for ensuring that Veganuary's day-to-day operations - including governance, administration, HR, finance, fundraising, legal and IT and data protection remain compliant, responsive, and efficient.

CORE RESPONSIBILITIES

As Interim Chief Operating Officer you will oversee Veganuary's operations, financial strategy, individual giving and corporate fundraising and administration while providing management, leadership and vision to ensure the organisation meets its short-term and long-term objectives. Your responsibilities span the following different areas:

- 1. Strategy and management:** Work directly with the Board of Trustees, CEO and Senior Leadership Team to develop the organisation's principles and strategy as it grows. Act as a strategic thought partner to the CEO, with a focus on maximising Veganuary's impact while ensuring growth targets are met and sufficient monitoring, assessment and evaluation strategies are implemented. Work with the CEO and Fundraising Manager to identify funding priorities and develop compelling cases for support in line with Veganuary's 5-year plan. Line-manage, develop and empower a small team of full-time and part-time staff.
- 2. Fundraising:** Oversee individual giving, corporate sponsorship and corporate donations including fundraising campaigns, events and project management. You will work closely with our Content Strategist who oversees individual giving and manage the Fundraising Manager. The CEO holds responsibility for major donors. Please still apply if you have no experience in this field, as responsibilities could be redirected to the CEO in this area if needed.

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CORE RESPONSIBILITIES (CONTINUED)

3. Operations, Administration and IT: Develop, direct and oversee all operational activities of the charity with a focus on designing systems and processes to enable growth. This includes leading on the implementation of processes, protocols and policies to help optimise the organisation's day-to-day operations as well as overseeing our approach to data protection, health and safety and risk management. Oversee all aspects of office and admin management, including day-to-day office systems for security, maintenance and housekeeping as well as the management of IT systems and security through our outsourced IT provider

4. Financial strategy and management: Oversee all aspects of finance at Veganuary and Veganuary Trading Limited, including leading the development and delivery of our financial strategy as well as overseeing our processes for financial planning, control and reporting (including our audited annual accounts and Trustees Report).

5. Human Resources and Team Culture: Develop and oversee an effective HR function to ensure there are appropriate HR processes and procedures in place. Implement effective measures in recruiting, developing, managing and supervising staff including staff wellbeing initiatives. Ensure effective and positive team communications, and lead the development and implementation of our people and DEI strategy. Lead a culture of continuous efforts to improve efficiency and effectiveness while supporting and motivating staff to achieve organisational objectives. Ensure the organisation continues its positive, inclusive culture.

6. Governance and Compliance: Coordinate the production of Board and Subcommittee papers, ensure that governance processes are effective, and maintain a watching brief on governance and legal requirements. Participate in Board meetings and Finance and Remuneration subcommittee meetings when required and provide secretariat to the Board in conjunction with the Operations Manager. Set up, implement and manage policies, processes and procedures to ensure compliance with charity law and efficient operational outputs.

7. Legal: Oversee and support the organisation across a broad range of legal and compliance matters both in the UK and abroad and overseeing Veganuary's Legal Counsel. Ensure that charity, company and employment laws are followed and all required reports and returns are filed in a timely manner.

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PERSON SPECIFICATION

An ideal candidate will have:

- Minimum of ten years' working experience in operations, finance or business development with a minimum of five years' relevant experience in a similar role with demonstrable management and strategic experience at a senior level
- Experience of working in fundraising, and managing fundraising teams
- In-depth experience and insights into the workings of different departments of a UK charity, including finance, operations, governance, charity law and human resources
- Proven experience in scaling up operations in a business or charity comparable to Veganuary's current size
- Share Veganuary's vision, mission and values and have a thorough understanding of the plant based movement and environment Veganuary operates within
- Excellent leadership and organisational skills
- A strategic and proactive approach to solving problems
- Knowledge of accounting, budgeting, financial analysis and data analysis
- Proven experience in strategic planning and impact analysis
- A strong desire to build efficient structures and processes that limit bureaucracy and drive growth
- Commitment to Veganuary's values



HOW TO APPLY

If you'd like to be part of our amazing team and charity, please tell us why in the form of a cover letter of no more than 1000 words that answers the following:

- Why do you want to work for Veganuary?
- Why this role particularly?
- What will you bring to our charity?

This job advert will close at **8am on Tuesday 3rd September 2024**. We will be reviewing applications on a rolling basis and may close the vacancy early. Therefore, early application is advised.

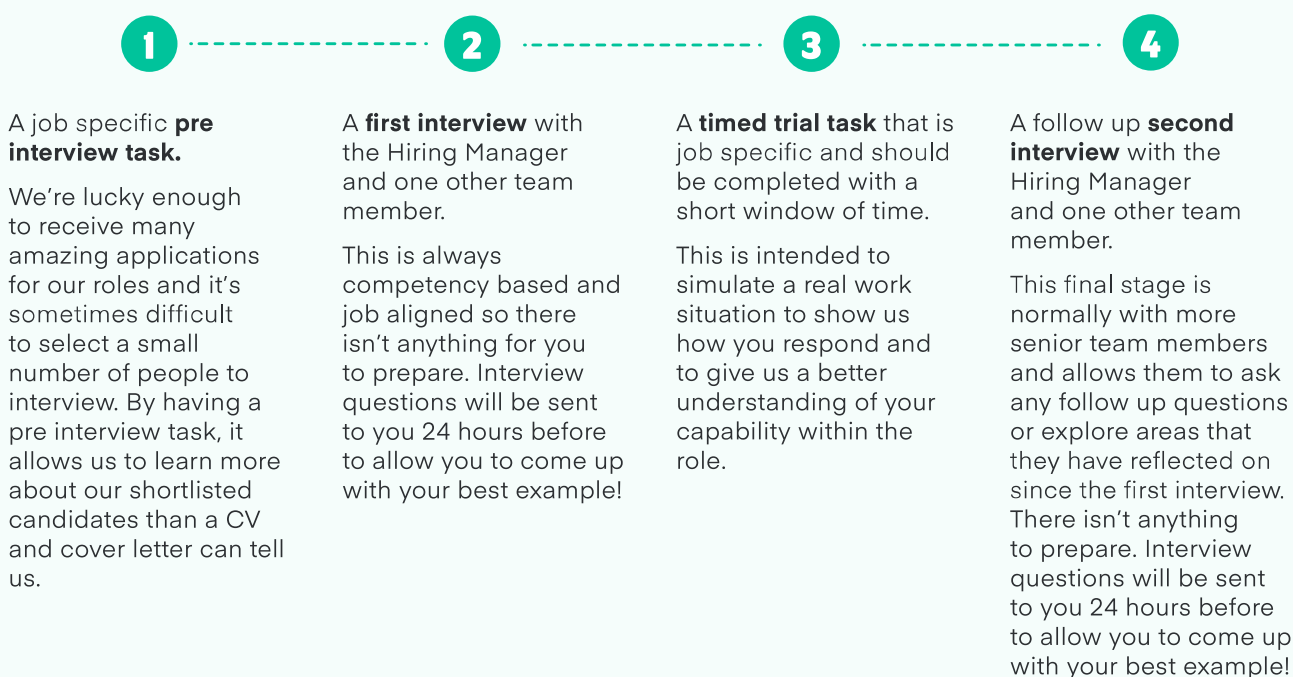
Diversity, Equity and Inclusion are high on the agenda for Veganuary. We recognise that certain groups in our industry are under-represented and are working hard to combat the lack of representation.

Therefore, reasonable adjustments can be made to allow any who require additional assistance to apply for this role. Please email our friendly HR team at hr@veganuary.com if you require such assistance.

We welcome applications from all suitably qualified persons, regardless of their ethnicity, sex, disability, religion, sexual orientation, gender identity or expression, marriage and civil partnership status, or age.

RECRUITMENT PROCESS

Our recruitment process normally takes around 3 weeks and usually consists of 4 stages as follows:



If you have any questions on this role, please do email HR@veganuary.com. We look forward to receiving your application. **Thank you for your interest in Veganuary!**