



# Poetic Unity

**Chief Operating Officer**



## WELCOME

Thank you for considering the opportunity to join Poetic Unity as our Chief Operating Officer (COO). At Poetic Unity, we are dedicated to empowering young people to find their voice, feel valued in society, and reach their highest potential. Our mission is deeply rooted in using poetry as a transformative tool to address the diverse needs of young people across the UK, particularly those from marginalised backgrounds. As the COO, you will play a critical role in helping shape the future of our organisation, driving operational excellence, fostering innovation, and advancing our commitment to social justice and community empowerment. We are excited to welcome a dynamic and visionary leader to work with our CEO, sharing a passion for youth development and ready to make a meaningful impact in the lives of young people. If you are driven by purpose, thrive in a collaborative environment, and are eager to be part of a mission-driven team, we invite you to explore this opportunity further!

## ABOUT

Poetic Unity is a Brixton-based charity founded in 2015, we have delivered 1,421 services to 40,000 + young people across the UK to date in venues such as schools, prisons, youth clubs, theatres, and cultural spaces. We provide regular programmes focused on using poetry as a therapeutic tool for young people's mental health. Although we support young people from all backgrounds, we particularly support young people from Black and Black mixed backgrounds who are marginalised. Our team is Black led with lived experience of the young people we support and have over 10 years' experience of working with young offenders, marginalised young people, and children at risk. As an organisation that predominantly supports young Black people, the trustees are encouraging applications from candidates that are of Black or Black mixed heritage.



# JOB DESCRIPTION

<b>Job Title:</b>	Chief Operating Officer (COO)
<b>Reference:</b>	PUCOO
<b>Salary:</b>	£40,000
<b>Location:</b>	1 Windrush Square, Brixton, SW2 1EF.
<b>Hours:</b>	Full time (35 hours) Due to the nature of our work regular evening and weekend work will be required with this role.
<b>Contract:</b>	Fixed term – 3 years (extension subject to performance and securing funding.) This role includes a 6-month probation period.

## KEYS AREAS OF RESPONSIBILITY

### Strategic Planning:

- Collaborate with the CEO and board of directors to develop and implement strategic plans that align with Poetic Unity's mission and goals.
- Identify opportunities for organisational growth and innovation and develop strategies to capitalise on them.
- Monitor industry trends and best practices to ensure Poetic Unity remains at the forefront of youth empowerment initiatives.

### Programme Development and Management:

- Oversee the development, implementation, and evaluation of all programmes and services offered by Poetic Unity.
- Ensure programmes are effectively meeting the needs of the target demographic and are aligned with organisational objectives.
- Provide leadership and support to programme manager and foster a culture of excellence and continuous improvement.

## **Financial Management:**

- Develop and manage the annual budget in collaboration with the board and CEO.
- Monitor financial performance against budgetary targets and implement strategies to optimise revenue generation and cost efficiency.
- Identifying and applying for funding opportunities such as grants, partnerships, and fundraising activities ensuring compliance with financial regulations and reporting requirements.

## **Stakeholder Engagement:**

- Cultivate and maintain relationships with key stakeholders including young people, community partners, funders, and government agencies.
- Represent Poetic Unity at meetings, conferences, and events to promote awareness and collaboration.
- Solicit feedback from stakeholders to inform decision-making and programme development efforts.

## **Team Leadership and Development:**

- Provide leadership and direction to the operational team, fostering a collaborative and supportive work environment.
- Set clear expectations and goals for team members and provide regular feedback and support.
- Identify training and professional development opportunities to enhance staff skills and capabilities.

## **Risk Management and Compliance:**

- Identify potential risks to Poetic Unity's operations and develop mitigation strategies.
- Ensure compliance with relevant laws, regulations, and ethical standards.
- Implement measures to safeguard Poetic Unity's assets and reputation.

# PERSON SPECIFICATION



## Experience:

- Experience in senior management roles, preferably within the charity sector.
- Demonstrated success in developing and implementing strategic plans to achieve organisational goals and objectives.
- Proven track record of effectively managing programmes and services, including programme development, implementation, and evaluation.
- Experience in financial management, budgeting, and revenue generation. Including proven success in grant writing, fundraising, and partnership development.

- Strong background in operational management, including process improvement, organisational development, and risk management.
- Experience in stakeholder engagement, relationship management, and advocacy, with the ability to represent Poetic Unity effectively at various levels.

### **Skills and Abilities:**

- Excellent leadership and team management skills, with the ability to inspire and motivate staff towards achieving common goals.
- Strong analytical and problem-solving abilities, with the capacity to think strategically and make data-driven decisions.
- Exceptional communication and interpersonal skills, with the ability to build positive relationships with diverse stakeholders.
- Proven ability to prioritise and manage multiple tasks and projects effectively in a fast-paced environment.
- High level of integrity, professionalism, and ethical conduct, with a commitment to transparency and accountability.
- Innovative mindset, with a willingness to embrace change and drive continuous improvement within Poetic Unity.
- Resilience and adaptability, with the ability to navigate challenges and setbacks while maintaining a positive attitude.

### **Personal Attributes:**

- Passion for youth empowerment and social change, with a deep commitment to Poetic Unity's mission and values.
- Empathetic and compassionate approach, with the ability to connect with young people and understand their needs and aspirations.
- Collaborative and inclusive mindset, with a willingness to engage and involve stakeholders in decision-making processes.
- Creative and visionary thinking, with the ability to envision and implement innovative solutions to complex problems.
- Self-motivated and proactive, with a strong sense of initiative and a willingness to take ownership of tasks and projects.

## HOW TO APPLY

To apply submit an up-to-date CV and a cover letter addressing the criteria outlined in the Person Specification to [info@poeticunity.org.uk](mailto:info@poeticunity.org.uk) with the reference and job title. If you prefer, an application in the form of a video is acceptable ensuring you detail your skills and experience relating to each point in the Person Specification and keep the video to 5 mins maximum.

If you require any accessibility support to complete your application, please contact [ryan@poeticunity.org.uk](mailto:ryan@poeticunity.org.uk) to discuss this further.

Deadline to apply: Monday 17<sup>th</sup> June 2024

Interviews will consist of 3 stages; an interview with CEO and trustees, shortlisted candidates will then be invited to a site visit to meet young people and you will be asked to deliver a task relevant to the role (e.g. deliver a session with young people.)

Interview first stage (CEO and Trustees): w/c July 1<sup>st</sup> 2024.

Interview second stage (site visit w/ young people): w/c July 22<sup>nd</sup> 2024.

Interview third stage (deliver a task): w/c July 29<sup>th</sup> 2024.

Start date: by w/c August 5<sup>th</sup> 2024.

All offers of work at Poetic Unity are made subject to receipt of satisfactory references and DBS checks. Additionally, under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

To find out more about Poetic Unity, visit: [www.PoeticUnity.org.uk](http://www.PoeticUnity.org.uk) or find regular updates on Instagram: @PoeticUnity.

Good luck with your application!

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Registered Charity no: 1171832  
Registered Company no: 09882990



