



enVision

**Chief Operating Officer
Application Pack
Deadline 10th June**

Chief Operating Officer

- **London or Birmingham**
- **Permanent**
- **Part-time contract: 3 days a week**
- **£39,000-£42,000 per annum (£65,000-£70,000 FTE)**
- **Hybrid: cross-region travel up to twice a month**

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from socio-economic disadvantaged backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

Envision graduates will be guaranteed a first-round interview.



A bit about us

At Envision, we work in partnership with schools in London, Birmingham and Bristol to empower young people from less-advantaged background, who are often underrepresented in the world of work, to develop the Essential Skills and confidence they need to succeed.

Our structured programme is delivered in schools and colleges by our trained Envision staff and runs over a 12- (Secondary) or 20- (Post-16) week period. We partner each team of young people with a team of mentors from a local business to design and deliver a social action project that makes a positive change in their school or college community.

Working towards their project goals and key milestones, young people build the Essential Skills and confidence proven to support their education, employment and wellbeing.

'I am most proud of working on my communication and determination skills as I now feel more confident talking to big crowds of people.'

Ammaarah,
Broadway Academy



We believe a young person's background mustn't determine their future.

Young people from less-advantaged backgrounds too often miss out on opportunities in and outside school to build the confidence and Essential Skills they need to succeed in later life.

This means young people from less-advantaged backgrounds are underrepresented in the world of work. This is unacceptable. Where you grew up mustn't determine where you're going.

"People with higher levels of Essential Skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."

(Skills Builder Partnership 2023)



Where you come in

We are looking for an experienced, finance-literate operational leader to join our Senior Management Team as Chief Operating Officer at 0.6 FTE – three days a week.

This is a newly defined role, created to provide clear senior ownership of Envision's finance, compliance, HR governance, and operational efficiency – freeing the CEO to focus on external leadership, fundraising, and strategy.

The role is deliberately scoped for three days. Day-to-day financial processing sits with your direct reports. Your job is oversight, governance, and driving the operational improvements that will build long-term capacity – not filling every gap yourself. We are looking for candidates who are energised by leading a team.

The COO will join a Senior Management Team of four, working alongside the Director of Programmes & Impact and the Director of Philanthropy & Partnerships, with the team led by the CEO. It is a collegiate SMT that operates with a high degree of mutual trust and collective ownership.

With that in mind, we are looking for someone who is as comfortable in a strategic conversation about Envision's future as they are reviewing a set of management accounts – someone who brings genuine curiosity about the organisation's mission, invests in relationships with their peers, and sees the COO role as part of a shared leadership responsibility rather than a functional specialism with a seat at the table.



What you will own

The COO's responsibilities fall into five areas. The indicative time split below is a guide for candidates – not a rigid formula – but it gives an honest picture of how three days a week is intended to be spent.

Area	Approx. time	What this means in practice
Strategic leadership	~25%	Contributing to SMT and Board-level planning, supporting the CEO on organisational development, and helping shape the direction of the organisation beyond the Finance & Operations function.
Finance oversight & Board reporting	~30%	Reviewing management accounts, leading budget-setting, owning the audit process, and preparing Board papers – time spent in this area will vary across the year.
Team leadership & HR governance	~15%	Supervising the Finance Manager and Business Administration & Finance Officer, handling complex HR matters, and ensuring the team is clear, supported, and delivering.
Operational improvement & AI	~20%	Leading the annual process review, designing and implementing efficiency improvements, and exploring where AI and automation can reduce manual workload.
Compliance & risk	~10%	Holding the governance overview of Envision's compliance obligations – GDPR, H&S, regulatory filings.

Responsibilities

Strategic Leadership

- Play an active role in SMT – contributing operational and financial insight to organisational planning, strategy development, and decision-making
- Support the CEO in thinking through organisational development challenges: team structure, capacity planning, risk, and long-term sustainability
- Contribute to the development and delivery of Envision's business plan, bringing a finance and operations lens to strategic priorities
- Represent Envision externally where relevant – with auditors, legal advisors, funders, and other senior stakeholders – as a credible and knowledgeable operational leader
- Help the organisation think beyond the immediate – identifying structural risks, longer-term capacity pressures, and opportunities to build resilience before they become crises
- Attend and present at quarterly Board meetings and relevant sub-committees

Finance Oversight & Board Reporting

- Oversee the Finance Manager's preparation of monthly and quarterly management accounts, reviewing before Board submission
- Lead the annual budget-setting process and maintain a rolling financial forecast
- Own the annual audit process and ensure timely filing of accounts and Charity Commission returns
- Prepare and present papers for the quarterly Finance, Audit, Risk & Governance (FARG) Committee
- Maintain financial policies and procedures in line with statutory guidance, with day-to-day compliance owned by the Finance Manager

Team Leadership & HR Governance

- Line manage the Finance Manager, providing regular supervision, clear direction, and support to develop a high-performing team
- Own HR policy and governance: maintaining Envision's HR framework, handling complex employee relations matters, and escalating to specialist advice where needed
- Oversee the employee lifecycle (recruitment, induction, performance management, leavers) with execution led by the Business Administration & Finance Officer

Responsibilities

Operational Improvement & AI

- Own the solution to the significant capacity identified as being lost to manual processes, fragmented systems, and unclear workflows
- Lead a review of operational processes and systems, identifying where capacity is being lost and designing practical solutions
- Build and maintain a live improvement register – a prioritised record of known inefficiencies, planned fixes, and progress – reviewed with the CEO quarterly
- Lead the Finance & Operations team in implementing agreed changes through to completion, not just to proposal
- Explore and pilot AI and automation tools for high-friction tasks – genuine curiosity and willingness to experiment matters more than technical expertise

Compliance & Risk

- Hold governance oversight of Envision's compliance obligations – GDPR, Health & Safety, and regulatory filings – ensuring a clear calendar of requirements is owned and met
- Maintain the organisational risk register and present to the Board as required
- Oversee IT systems, provider relationships, and operational contracts at a governance level, with day-to-day management sitting with the Business Administration & Finance Officer

Finance and Operations Team Structure

The COO will lead the Finance & Operations function, which currently comprises:

Role	FTE	Note
Finance Manager	0.8 FTE	Currently interim maternity cover, in post for two months
Business Admin & Finance Officer	1.0 FTE	

We will be happy to share more information about the set-up of the team during the interview process.

Who this role is for

We want to be honest about what this opportunity looks like in practice – because the right candidate will find it genuinely exciting.

Envision's Finance & Operations function is not a finished, polished machine. It is a function in transition – with a capable team, real foundations to build on, and a clear desire to improve systems and processes.

There will be moments, particularly in the early months, where the COO needs to be closer to the detail than role split earlier in this document outlines. We are looking for someone who can move between levels with ease – getting hands-on when it matters, while consistently pulling back to the strategic and governance work that is the core of the role.

This is an opportunity to shape a function, not inherit one. The processes, systems, and team structures described in this document are a starting point, not a fixed state. The incoming COO will have the mandate – and the CEO's active support – to redesign how this function works, build the team around their strengths, and develop something meaningfully better.

If you are energised by building, by solving structural problems, by the combination of financial rigour and operational creativity – and you are looking for a role where your fingerprints will genuinely be on the organisation – this could be the right fit.



'Envision is at an exciting point – programmes that work, partnerships that are growing, and a team that cares deeply about getting it right. What we need now is someone who can help us build the infrastructure to match our ambition to reach and impact more young people. We are looking for someone who brings financial rigour and operational clarity, but who is just as invested in where we're going as in how we get there.'

George, CEO



Person specification

Essential	Desirable
Qualified or part-qualified accountant (ACA, ACCA, CIMA or equivalent), or demonstrable equivalent finance expertise	Experience in the charity or social sector
Proven experience in a senior operational leadership role with finance oversight responsibility	Experience working with charity trustees or non-executive boards
Track record of leading and developing small teams	Knowledge of charity SORP accounting
Experience of audit management and Board-level financial reporting	Experience implementing HR frameworks or people policies
Working knowledge of GDPR and charity compliance obligations	Familiarity with Xero, Salesforce, or similar systems
Demonstrable ability to operate at a strategic and governance level	Experience of organisational change or team restructuring
Experience leading operational process or systems improvement – from diagnosis through to implementation	Experience piloting or rolling out AI or automation tools in an organisational context
Active interest in AI and automation tools, with a practical approach to exploring and applying them	

Competencies and Values

Commitment to Envision’s vision, mission and values and ability to work well in, and contribute to, our organisational culture

Communication: Speak influentially by articulating a compelling vision that persuades the listeners and demonstrates an understanding of where different perspectives come from

Creativity: Implement strategic plans to solve complex problems and draw out learning to refine those plans over time

Teamwork: Working collaboratively, supporting others through coaching and building relationships beyond your immediate team.

Determination: Support yourself and others to stay positive, by helping others to see opportunities and creating plans to achieve them

Conditions and Benefits

Terms and Conditions

Remuneration	£39,000-£42,000 per annum (£65,000-£70,000 FTE)
Location	London or Birmingham <i>We operate a hybrid working policy. Please note that there is an expectation for this role to travel across regions for monthly in-person SMT meetings. This equates to roughly two days of travel per month.</i>
Contract Type	Permanent Part-time: 3 days a week <i>Our preference would be for this to be spread over a minimum of 4 days but we are open to discussions during the recruitment process.</i>
Management responsibility	Currently managing the Finance Manager

Employee Rights and Benefits

Pension:	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
Annual Leave	25 days plus bank holidays, plus two weeks winter shut down over Christmas and New Year. Annual leave allowance increases by one day per year up to 30 days (pro-rated)
Volunteering Days	Two days per year
Flexible Hours	10am to 4pm are core hours. Office hours are 8am to 6pm
Summer Fridays	1pm finish on Fridays in July and August
Bike to Work Scheme	Up to £1,000 limit
Enhanced Parental Leave	Maternity Leave/Adoption Leave/Shared Parental Leave: 13 weeks full pay, 13 weeks half pay, 13 weeks statutory pay Paternity Leave: 4 weeks full pay
Charity Mentoring Network	Opportunity for personal and professional development by mentoring another or being mentored by someone else
Charity Worker Discounts	Receive savings and cashback on many personal purchases
Employee Assistance Programme	Access to wellbeing and mental health support through our Employee Assistance Programme
Extended Paid Leave	Once an employee has continually worked for Envision for five years, they are eligible for a six-week block of paid additional leave

Application process

To apply, please apply through [CharityJob](#)

Recruitment timetable

Schedule	Milestone
Weds 10th June (midnight)	Closing date for applications
Thurs 18th June	Round 1 interviews (online)
Thurs 25th June	Round 2 interviews (in-person)

If you would like to have an informal chat about this role or if you need any further information before applying, our CEO, George, would be really pleased to hear from you: george.kb@envision.org.uk.

Please note:

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and wellbeing of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend safeguarding training during their induction period in line with Envision's Safeguarding and Child Protection Policy. Failure to complete internal safeguarding training may result in the role being withdrawn.

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