

Candidate Pack



Chief Operating Officer (Maternity Cover)

Overview

Job title:	Chief Operating Officer (Maternity Cover)
Pay:	£45,000 to £55,000 FTE, dependent on experience.
Contract:	6 Month FTC, with possible extension, earliest start date 01/12/2026
Hours:	30 hours per week (0.8 FTE) including occasional evening work.
Location:	Hybrid - 30 Petworth Street, Battersea, SW11 4QW and flexible working. Minimum of 2 days per week at 30 Petworth Street.
Benefits:	Workplace pension, free use of our gym and discounts in our bike shop.
Holidays:	28 days including Bank Holidays (pro rata)
Responsible for:	Operations team
Responsible to:	CEO

About the Role

We are looking for a Chief Operations Officer to lead the operations team, join the management team and support the CEO. Your priorities will be to oversee all fundraising, including campaigns, major donors and grant applications. You will oversee the HR of the organisation, including recruitment and disciplinaries. In partnership with the CEO and finance officer you will be jointly responsible for finance within the organisation. You will manage the facilities manager and administrator, ensuring that processes are followed appropriately and the building is maintained in good condition, ensuring we fulfil all legal requirements.

About You

You will be a senior manager who has energy and drive as well as sound judgement. On top of a strong track record in an operational position, you will have the breadth of experience to lead HR and systems, finance, monitoring and evaluation and fundraising. You will have experience in fundraising and funder management and be able to lead on making funding applications and reporting to funders. You will be a clear, analytical thinker who will strengthen the leadership of our charity. You will be an excellent manager of people. Finally, you will be excited about working in an organisation with a unique mission that strives to make a difference in the lives of some of the most disadvantaged young people in London.

About Carney's Community

We support young people living in and around Wandsworth, targeting ages 11-30 facing extreme challenges including criminal justice system involvement or care experience. Carney's works differently by providing long-term, consistent, unconditional support with empathy; a safe space and activities including boxing, bike workshops, youth club, employment support, studio sessions, mentoring and key work.

Inspired by boxing legend Mick Carney, the charity was founded in his name after his passing in 2011, building on work led by our co-founders. We aim to create a "virtuous cycle": while support is free of charge, we ask that when young people are ready, they channel the positivity they have received into others. As a result, many go on to volunteer, mentor, join our staff team or even set up their own community initiatives. Former participants make up the majority of our workforce. They provide the most authentic role models, people who genuinely understand the challenges our young people face and who show what is possible.

For our young people we strive for equality and aim to:

- Improve Physical and Mental Health
- Improve Education, Skills and Employability
- Improve Community Engagement
- Reduce Offending and Reoffending



Boxing



Bike Workshop



Youth Club



Employment Support



Studio



Key Work

Main Objective of the Role

Ensure the smooth running of all Carney's Community's core operations including our people, finances, fundraising, office, facilities and IT.

Key Responsibilities

Management and HR

- Lead and manage the Operations team, including the Finance Officer, Administrator and Facilities Manager.
- Lead all HR functions, including reviewing and updating policies, ensuring legal and regulatory compliance, overseeing recruitment, induction, contracts, performance management, staff training and development, and managing appraisal and disciplinary processes.

Fundraising

- Lead trust and foundation fundraising, including prospect research, grant writing and stewardship of funder relationships.
- Oversee and manage other income generation activities, including major donor fundraising, campaigns, legacies, events and earned income opportunities.
- Oversee monitoring, evaluation and impact reporting, including participant feedback, data collection and analysis, and the production of reports for funders, donors and other stakeholders.

Finance

- Oversee the organisation's financial management, working closely with the CEO, Finance Officer and Treasurer to ensure effective budgeting, financial planning and controls.
- Prepare and present financial reports for trustees, funders and the management team, including monitoring budgets and fundraising performance.
- Support the finance officer with payroll and the preparation of the annual accounts.

Facilities

- Line manage the Facilities Manager, ensuring the effective day-to-day management and maintenance of the organisation's premises and compliance with all statutory, health and safety, and legal requirements. Supporting them to oversee the planning and delivery of building maintenance, repairs and improvement works, providing support and direction where required. Ensure appropriate systems are in place for the maintenance of the building, equipment and IT infrastructure, stepping in to support operational delivery when necessary.

Administration

- Line manage the Administrator, ensuring effective systems for office administration, record-keeping, data management and organisational communications are maintained.
- Provide operational support to administrative functions where required to ensure the smooth running of the organisation.

Other Duties

- Participate in regular team meetings, management meetings, supervisions and annual appraisals, sharing updates and reports on your work and progress.
- Always work with anti-discriminatory, empowering practice, ensuring everyone is treated with dignity and respect.
- Adhere to Carney's Community's policies and procedures as set out in the employment handbook.
- Undertake your role in a professional manner and maintain a high-quality standard of work in accordance with the aims, values and ethos of Carney's Community.

The above job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

Person Specification

Experience and skills (Essential)

- Degree or demonstrable relevant professional experience
- At least one year's experience working in the charity or not-for-profit sector
- Senior level operational management experience (preferably working for a charity and/or not for profit organisation)
- Track record of line managing staff (and volunteer) teams, with up-to-date knowledge of HR practices, systems and legal requirements
- Strong financial management expertise, including oversight of budgets
- Successful experience of fundraising (primarily from charitable trusts and individuals) - researching, applying, securing and stewarding relationships with funders
- Facilities management experience
- Knowledge of data protection including GDPR
- Good working knowledge of safeguarding requirements

Experience and skills (desirable)

- Experience working with vulnerable and disadvantaged young people
- Knowledge of Battersea and Wandsworth
- Expertise in charity regulatory matters and compliance

Values and behaviours

- Be committed to our mission, vision and values to help the most vulnerable and disadvantaged young people
- Enjoy working with a high level of autonomy, trust, and open-mindedness
- Friendly and professional manner
- High degree of maturity and able to respond positively in pressured situations
- Ability to work as part of a small team as well as work independently
- Ability to multi-task, prioritise workload and manage interruptions
- Ability to work in time-pressured situations and meet deadlines
- Be self-reflective with a high degree of empathy and self-awareness
- A patient and caring manager, capable of supporting the development of staff from challenging backgrounds.

Please note that Carney's Community can only accept applications from individuals with the right to work in the UK.

There is no fixed closing date for this role. We will review applications as they are received and invite suitable candidates to interview on a rolling basis. The vacancy will remain open until the position is filled.

To apply visit our listing on charity jobs and provide your CV and a cover letter.

Carney's Community
30 Petworth Street, London, SW11 4QW

www.carneyscommunity.org
info@carneyscommunity.org
020 7228 0506