

JOB DESCRIPTION

Leo Baeck College: Chief Operating Officer

Responsible to: Principal
Liaises with: Staff, faculty, trustees and students
Hours: Full time
Salary: £50,000 - 55,000 per annum gross, depending on experience

About Leo Baeck College

Leo Baeck College is a preeminent institution of Jewish scholarship and learning, combining inspirational, high calibre teaching with a commitment to developing rabbis, other professionals, and lay leaders who will build sustainable, accessible, and thriving Progressive Jewish communities.

The College campus is situated on a seven-acre site in the heart of North London with good transport links to central London. On site, LBC occupies a Grade II listed building where classrooms, seminar rooms, student study rooms and offices are located, along with a cafe.

Role

Ensure the College meets its strategic financial and planning goals and objectives by being responsible for the day-to-day operations, including finance, HR, IT, fundraising and development, secretarial & governance and administration.

The role is a senior position and the successful candidate will be a member of the Senior Management Team.

Duties & Responsibilities

- Finance - Oversee the charity's financial operations, including budgeting, forecasting, student finances, financial reporting, preparing the content of the annual Trustees Report & management of the College's investment portfolio. Supervise and manage third party finance services.
- Fundraising & Development - Support the Principal in developing and delivering the fundraising strategy. Maintain strong relationships with key partners, including donors, alumni and students.
- Strategic Planning & Implementation - Liaise closely with the Principal, Governors and Senior Management Team to develop and implement the strategic plan.
- Oversee the day-to-day operations of Leo Baeck College, ensuring that all activities are aligned with the charity's mission and strategic objectives. Supervise one staff member in general administration and facilities management for the site & College premises.

- Governance & Compliance - Strategic oversight to ensure the College adheres to all relevant legal and regulatory requirements including, but not limited to, GDPR, Companies House & the Charity Commission. Liaise and deal with legal and insurance matters.
- HR - Responsible for all HR activities including, but not limited to, contracts, appraisals, performance management, payroll & recruitment. Management of the College's HR system.
- IT - Responsible for the management of third party contractor ensuring the IT needs of the College are met.

Person Specification

Essential

- Strong understanding of Progressive Judaism and/or Higher Education and/or Charity sector
- CIMA, ACA or ACCA accountancy qualification or QBE
- Excellent verbal & writing skills
- Outstanding inter-personal skills, including a positive 'can-do' attitude and calm approach
- Ability to work under pressure; a competent multi-tasker with acute attention to detail and to line manage personnel
- Prepared to undertake a wide range of tasks, a willingness to be flexible in approach to work, and an ability to work as an integral part of the team

Desirable

- Previous experience working in higher education or a charity
- Experience with SORP accounting

Applications to be submitted by full CV and cover letter to Bill Varon at bill.varon@lbc.ac.uk by November 28th 2024.