



## Chief Operations Officer

**Closing Date:** 6pm, Friday 7<sup>th</sup> February 2025

**Interview Date:** TBC

**Start Date:** TBC

**Contract:** 12 months fixed term contract (potential of extending)

**Hours:** **37.5 hours** per week (including occasional evening and weekends)

**Part-Time applicants welcome** (minimum 18 hours)

**Salary:** £18 per hour - £35,100 pro rata

**Location:** Home-based with desk space available Thursdays, Fridays, and Saturdays at Malpas Road Community Centre, Polruan Road, Truro TR1 1QR (Subject to change)

**Reports to:** CEO & Leadership Board

**Responsible for:** 2 Outreach Workers

1 Community Development Officer

1 Volunteer Coordinator

1 Events Coordinator

### Inspiring Women Network

Inspiring Women Network (IWN) is a diverse, women-centred, and women-led Community Interest Company that has been working with and for women and communities in Cornwall for thirteen years.

During this time, we have built a community of like-minded people who share our vision to build a Cornwall that is just and inclusive to all women and their families regardless of ethnicity or socioeconomic background.

Our mission is to connect, inspire, and empower women to thrive and achieve their unique potential by creating a vibrant, affirming, and inclusive space for all to belong with authenticity.

IWN is experiencing a time of growth, and we are looking for a dedicated, passionate, and transformative COO to join us during an exciting time for us as an organisation.

### IWN's Values

Inspiring Women Network prides itself on its strong values and ethos. At IWN, we care about people, all people. We are a diverse and inclusive organisation, and we have zero tolerance for any hateful discriminatory behaviour.

In line with the nature of IWN's work and ethos, this post is only available to female applicants as permitted under the Equality Act 2010 Schedule 9 (part 1) and we encourage applications from those who identify as Black, woman of colour, or any other minoritised background.



### **Purpose of the role**

The COO will work closely with the CEO to support effective management of IWN's growth and development as an organisation, aligned to IWN's theory of change to create social impact for women and their families in Cornwall.

### **Key responsibilities:**

1. Collaborate with the CEO to develop, implement, monitor, and review IWN's strategic, business and growth plans along with associated policies on a quarterly basis.
2. Manage day-to-day operations of IWN, ensuring alignment with IWN's vision and growth strategy.
3. Provide effective line management and support for a small team of staff.
4. Conduct regular performance reviews and provide professional development opportunities for staff.
5. Develop and implement operational policies and procedures to streamline processes enhancing efficiency across the organisation and to ensure compliance.
6. Optimise the use of resources, including staff, volunteers, and facilities.
7. Collaborate with the CEO and the Leadership Board to conduct annual reviews of services, emphasising accessibility and outreach to marginalised women and communities.
8. Coordinate the preparation of monthly, quarterly, and annual reports to ensure compliance with funder requirements and maintain internal accountability.
9. Lead initiatives for quality assurance and effective case management across all support services, ensuring high standards of care and support.
10. Organise and chair meetings.
11. Develop and implement creative strategies to showcase IWN's services and outcomes, including creating promotional content to raise awareness and engage the community.
12. Ensure that all service developments and improvements are informed by the voices of women served by IWN.
13. Generate additional funding sources for IWN through research, bid writing and the development of income-generating initiatives.
14. Develop and manage IWN's operational risk policies and procedures, ensuring proactive identification and mitigation of risks.
15. Ensure compliance with all relevant legal and regulatory requirements.
16. Maintain and develop strong partnerships with VCSE, community and statutory organisations in Cornwall to represent IWN and advocate for the needs of women and marginalised communities.
17. Maintain and develop good working relationships with funders.
18. Raising awareness of IWN's work through effective communications, partnerships, and innovation.
19. Deputising for the CEO during periods of leave or as required/agreed with the CEO.

## Person Specification

Area	Specification
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Informed and current understanding of voluntary sector governance.</li> <li>• Knowledge of business development strategies.</li> <li>• Informed and current understanding of and commitment to equality and diversity in Cornwall.</li> <li>• Thorough understanding of and commitment to safeguarding, confidentiality and data protection.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of team management.</li> <li>• Experience of working in the third sector and/or social enterprise.</li> <li>• Experience of fundraising, making successful grant applications and/or business development and innovation.</li> <li>• Experience of developing successful partnerships.</li> <li>• Experience of budget management and planning.</li> </ul>
<b>Skills and Ability</b>	<ul style="list-style-type: none"> <li>• The ability to work strategically and innovatively within the vision, priorities and theory of change of IWN.</li> <li>• The ability to communicate and engage others with IWN's vision.</li> <li>• Demonstrated ability to take the initiative and deliver successful outcomes.</li> <li>• Excellent organisational skills and high attention to detail.</li> <li>• Excellent leadership and interpersonal skills.</li> <li>• Excellent communication skills, including report writing and public speaking.</li> <li>• IT proficiency (including MS Office, Google platforms and social media).</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Highly self-motivated.</li> <li>• Collaborative, enthusiastic and person-centred approach.</li> <li>• Commitment to women’s rights and empowerment in Cornwall.</li> </ul>
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**Additional information:**

- A full UK driving licence is not an essential requirement of this role, however regular travel within Cornwall will be required.
- Working hours are flexible and to be agreed with the successful candidate.
- For more information or to have an informal chat about the role, please contact: [contact@inspiringwomennetwork.co.uk](mailto:contact@inspiringwomennetwork.co.uk)

**Flexibility Clause**

Whilst this job description attempts to cover the main duties and responsibilities of the post, it is not exhaustive. As a term of employment, the post holder is therefore expected to undertake any other reasonable duties, as required, within their capacities and the scope of the post under the direction of the Project Manager.

**Data Protection Act:**

Inspiring Women Network is committed to protecting your privacy. Information provided by you in your application form will be kept for the purposes of monitoring. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your human resources record. All personal information that you supply to us as part of your application will be processed in accordance with prevailing UK Data Protection legislation.

By submitting your completed application form you are consenting to your personal data being used and held as described above.

Please ensure that the information you give to us is correct and that you let us know of any changes immediately.

Inspiring Women Network is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.