

**JOB SUMMARY AND PERSON SPECIFICATION**

**Job Title:** Chief Operating Officer

**Reports to:** CEO and Board

**Based at:** Mission Motorsport HQ, Wantage

**The Role**

A demanding role requiring sound leadership, excellent organisational and communications skills, compassion, a sense of humour and a sense of fun. The Chief Operating Officer is responsible for oversight of all day to day operations at the charity including the beneficiary journey, events, all primary and secondary purpose trading, real estate, health and safety and HR; working closely with the Chief Financial Officer to secure resources, the training manager in the delivery of Mission Motorsport training course delivery, the workshop manager in fleet maintenance. The COO needs to work closely with CEO on a daily basis, deputise for him where necessary, has responsibility for all liaison and reporting to grant giving organisations, the trustees and other stakeholders including the MoD. This is an exciting role with a broad range of responsibilities, exciting opportunities, and growth potential.

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| **Job Purpose** | * Core team leadership – embody and represent the charity * Ensures clear understanding of deliverables arising from vision and aims and provides robust sounding board for CEO. * Communicates to CFO resource requirements for delivery. * Creates and manages diverse operational team with relevant skills to deliver. * Ensures that all expenditure is correctly approved before spend in conjunction with policies written and maintained by CFO and team. |

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| **Main Responsibilities** | * Operational management   + Sport/Events – oversight and delivery of all motorsport experience activity   + Estates   + HR   + Health and Safety * Commercial Management (Trading entitie |
| **Knowledge, Skills & Experience** | * Motivated self-starter with a commitment to delivering beneficiary outcomes, and the ability to lead and work co-operatively within an integrated team * Proven ability to deliver outputs against demanding schedules * Excellent verbal and written communications skills * Strong organisational and administrative skills. * Experience operating in a resource constrained environment and skills in maximising impact of limited resources * Small business ownership, business development and commercial retail experience. * Competent user of MS 365/Office suite of applications * An empathy with and a good understanding of Armed Forces personnel, veterans and their transition, resettlement and employability. * Have an understanding of budgeting, budget management, forecasting, financial statements and cash flow * Able to analyse information quickly and communicate in a concise and articulate manner * Demonstrates attention to detail in all aspects of work |
| **Key Competencies & Behaviours** | * Strong partnership working and relationship building abilities * Personal integrity and a natural confidence in dealing with all levels of public sector, and commercial organisations * Leads and drives work forward with minimal direction * Demonstrates the ability to build a rapport quickly and to understand needs, wants and expectations * Displays a positive, empathetic, patient, polite and friendly manner * Manages challenging situations in a calm and appropriate manner * Able to work within a range of environments and working cultures, adapting personal style accordingly * Ability to work as part of a team and be a flexible team player |
| **Ts&Cs** | * £45K per annum * Work place pension scheme * 25 days holiday + bank holidays * 3-4 days a week in Wantage/hybrid working from home |