

Position Title: Operations Director

Reports to: Directors/Trustees

The organisation

Just for Kids Law (JfK) is a small charity that provides assistance, advice and legal representation to young people. It is run by a group of lawyers who aim to support young people, many of whom have had some contact with the criminal justice system, to fulfil their potential. Its focus is on providing assistance to those in need and to offer a continuing service beyond the limits of legal aid. Help can range from assistance with education to housing, to welfare benefits as in many instances it is problems in these areas that lead young people to need representation in court. In addressing these issues, it is hoped to foster positive development rather than perpetuating a life of crime.

The position

The role of the Operations Director is to design and oversee implementation of a new operational strategy for JfK that will enable this small charity to rapidly expand its reach. The JfK working environment is entrepreneurial with a highly motivated small team dedicated to the JfK mission.

The role will have two main responsibilities:

- Develop a new operational strategy to enable JfK to meet its strategic aims and objectives in conjunction with the Trustees and Directors. Oversee the sound operational management of JfK
- Develop and strengthen JfK relations with key donors to significantly increase JfK's income and work with the director on funding proposals.

The Operations Director would report directly to the Board of Trustees and work closely with the directors.

The role will be based at JfK's offices in London with travel around London as required. The role will be full-time on a fixed term 1 year contract with the possibility of extension based on performance. The salary will be up to £35,000 per annum.

The Candidate

The ideal candidate will have some previous knowledge of/background the non-profit sector, preferably the children's sector or legal knowledge and will have 5+ years of work experience.

The successful candidate will need to be someone who is organised, efficient, takes the initiative and appreciates an informal work environment.

They will need to possess the following skills:

- • Strong financial management and modelling skills
- • Strong interpersonal skills with a willingness to work with diverse team members
- • Ability to develop and support long term relationships with donors
- • Ability to overcome problems through innovative and creative thinking
- • Clear and insightful communications skills – both verbal and written
- • Strong conceptual, analytical, systems and critical thinking ability
- • Enterprising and efficient
- • Ability to lead and influence others to change practice
- • Evidence of passion for/interest in improving children's lives

Responsibilities

1. Strategy

S/he develops and implements strategic and annual operational plans, in conjunction with the Director, Legal Director and Trustees.

2. Directors/Trustees

S/he ensures that all Trustees and Directors are kept fully informed of JfK's work. S/he provides all necessary information to enable the Trustees/Directors to be effective decision makers for the organisation.

3. Fundraising - Major donors and members

S/he develops and implements a major donor and membership strategy, in order to recruit, motivate and maintain JfK's supporters. Identifies and develops long terms relationship with key donors.

4. Fundraising - Grant making trusts and foundations

S/he researches and develops grant applications for funding, alongside the directors.

5. Office Management

S/he implements, oversees and maintains appropriate systems and procedures for the smooth running of JfK's office. Includes responsibility for IT systems externally and internally.

6. Finance and Expenses

S/he oversees proper office financial records; provides budgets and financial statements for grant applications and reports. S/he ensures that regular financial reporting to the Trustees takes place.

7. IT and Website

Responsibility for ensuring IT systems externally and internally are effective.

8. Events/Publicity

S/he develops and implements an events programme for JfK, to including securing sponsorship for events wherever possible.

9. Profile raising including brand development and implementing media strategy

S/he raises awareness of JfK and its aims and objectives. S/he develops and manages the brand of the organisation ensuring consistency and clarity of message.

10. Media Strategy

S/he develops and implements a media strategy for JfK, including building up contacts within print and broadcast media.

This position is subject to CRB checks

To apply for this position, please send a CV and cover letter to Jo Perriam (JoPerriam@justforkidslaw.org)