



Chief Operating Officer – Frontline Partnership

Contract: Part Time permanent 28 hours per week

Location: Brentwood, Essex

Salary: Circa £39,000 per annum (Pro Rata)

Benefits: NEST pension, 25 days annual leave (pro rata) + bank holidays + some flexible working as required

About Frontline Partnership

Frontline Partnership is a registered charity based in Brentwood, Essex that enables and supports people with a Learning Disability and High Support Needs (LD&HSN) to live full and productive lives through their active inclusion within the community. Over the last 20 years our initiatives have helped to develop and enhance the practical, social and creative skills that re-define people as active participants in the community, rather than passive recipients of care.

Our current project initiatives include a social community café, personal development through the horticulture and baking groups, creative art and music therapy, and various supported employment opportunities, as well as ad hoc social events. We work across a number of venues in the immediate Brentwood area.

Job Description

As the Chief Operating Officer, you will oversee the day-to-day management of our initiatives, ensure operational excellence, and support the Trustees in identifying and developing new opportunities for the LD&HSN community. Reporting directly to the Trustees and managing a team of approximately 20 full and part-time employees, you will play a vital role in maintaining Frontline Partnership's mission and values.

Key responsibilities include:

Day to day team operations

- Work with project leaders/teams to ensure that all initiatives are appropriately staffed and funded and are operating within appropriate safeguarding and safety management procedures.
- Be the responsible person for escalation/resolution of all matters relating to the delivery of Frontline services including employees, project venues, LD&HSN participants and other external contacts.
- Recruitment and induction of new staff members and volunteers and the delivery, maintenance and documentation of appropriate training for all employees.

Governance & Compliance

- Assist in the development and review, and ensure compliance with all appropriate operational policies and procedures and required regulations such as Health & Safety, Environmental Health, GDPR and employment rights.
- Ensure all employees complete and maintain the required Disclosure and Barring Service (DBS) requirements.
- Liaise with Trustees to maintain the organisation's policies and procedures.
- Organisation of quarterly Board meetings, AGM and Companies House and Charities Commission filings.

Finance

- Lead new funding applications incorporating research, bid preparation/submission and relationship building. Also post approval reporting (Finance & SLAs).
- Work with Book-keeper to ensure that invoices and expense claims are validated/approved correctly, petty cash managed safely and outsourced payroll processed on time.
- Assist Treasurer and external auditor in preparation of monthly management accounts and annual published accounts.
- Manage annual expenditure within budget.

Leadership & Promotion

- Identify and lead positive change or improvements across the organisation.
- Grow the charity's network of funders, community groups and support networks.
- Maintain a team and organisational culture that attracts and retains talent.

Skills and Experience

The postholder should have experience in a similar role within the charitable sector and must have a passion and conviction to making a difference within an inclusive community.

The postholder must be committed to enabling individuals to fulfil their aspirations whatever their personal requirements within a supportive and caring environment.

About You

- Strong leadership and team management skills
- Excellent interpersonal and communication skills (caring and considerate)
- Positive attitude to problem solving and ability to be flexible

Work related

- Experience, knowledge and understanding of disability and inclusion in the community
- Computer literate
- Clean driving license and access to a car
- Good written skills
- Covering ad hoc staff vacancies from time to time

How to Apply

Apply or enquire in person or via email, including a CV, to **Mrs Joanne Rayment, Frontline Partnership** - tel: **07511 824 170**, email: JoRayment@frontlinepartnership.org

Closing date - 28th February 2025