



Chief Operating Officer, Innovista International

Reports to: International Director

Direct reports: Finance Manager, IT, Marketing, (plus others as the team grows)

Location: Oxford, UK

Hours: Full time

Salary: £36,000 - 40,000 p.a. (depending on experience)

About Innovista

Innovista is a leadership development organisation that equips leaders to change their communities with the hope of Jesus. We develop and deliver training and tools for missional leaders, through a growing team of national and local staff.

We work in Europe, Russia and Central Asia, prioritising difficult places that are under resourced and least reached.

Purpose of the role

The Chief Operating Officer (COO) is a new role created to support the growth of Innovista. Based at the international resource hub in Oxford, the COO will oversee and develop a range of ministry support functions, in pursuit of Innovista's vision and strategic objectives.

Role responsibilities

The COO will be part of the executive team, which is collectively responsible for achieving the objectives of the organisation.

The COO will be responsible for overseeing and managing the following functions, ensuring these functional areas are aligned and effective.

- Oversee the finance team who are responsible for financial management, planning and systems, including the annual budget process and financial audit.
- IT: overseeing the development of effective IT systems that support all areas of Innovista's work (including managing the relationship with external IT providers)
- Company Secretary: ensure timely and accurate reporting and filing and compliance with all statutory requirements including with Companies House and the Charity Commission.
- Oversight of office and facilities management and systems
- Responsible for legal and compliance: e.g. data protection
- Responsible for overseeing Risk Management

- To lead and motivate direct reports so that they successfully fulfil their roles and grow in the process, primarily through a low control, high accountability culture.
- To fulfil wider responsibilities as a member of Innovista, including participation in weekly staff prayers, team training days and other events.
- To maintain your own spiritual and professional development

Depending on experience

- Human Resources: overseeing systems that support Innovista's people and culture, including recruitment, staff engagement, and policies.
- Development and marketing: overseeing one or more of fund development, communications and marketing

General

- To carry out additional duties that may be required.

Person Specification

The role requires a highly effective leader-manager, with a working knowledge of a range of organisational functions

People skills

- Good interpersonal skills
- Good communication skills (including the ability to work cross-culturally)
- Leadership and management
- Develops open and collaborative relationships, able to delegate and empower staff and facilitate leadership where required

Personal skills

- Honesty and integrity
- Personal effectiveness and self-management

Strengths

- Able to connect vision and strategy with day-to-day activities
- Designing, executing and improving systems that serve people
- An aptitude for IT

Qualifications

- A degree in a related subject and/or other professional qualifications
- Evidence of ongoing professional development

Experience

- A minimum of five years of people leadership and management, with experience in multiple functional areas
- Considerable experience of designing, executing, evaluating and improving systems and processes
- Experience in the charity sector (desirable)
- Has worked across cultures (desirable)

Values and Ethos

- There is a requirement that the role be held by a Christian
- Able to integrate faith and work
- Committed to Innovista's purpose, values and statement of faith

Hours of work

The role is intended to be full time although applications will also be welcomed from outstanding candidates who wish to propose more flexible arrangements

Confidentiality

Any information relating to people contacted by the charity acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

Safeguarding young people

Innovista is committed to safeguarding the welfare of young people and expects all employees to share this commitment. All appointments are subject to a satisfactory DBS check being received.

To apply

<http://innovista.org/about/jobs/>

To make an enquiry

email jobs@innovista.org