



Chance for  
Childhood

# CHIEF OPERATIONS OFFICER

JOB DESCRIPTION



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<b>REPORTING TO</b>	Chief Executive Officer
<b>RESPONSIBLE FOR</b>	Head of Operations – West Africa, Head of Operations – East Africa, Head of Safeguarding, Training and Learning and Senior Grants Manager
<b>SALARY</b>	£60,000 per annum FTE
<b>JOB TYPE</b>	Permanent, 5 days a week (35 hours) <i>or</i> <i>will consider min. 4 days a week (28 hours)</i>
<b>LOCATION</b>	UK, Ghana or Rwanda with regular travel to project offices
<b>OTHER BENEFITS</b>	28 days annual leave pro rata <i>(3 to be taken during the Christmas office closure)</i> with a generous allowance for 5+ years service; 5% employer's pension contribution, flexible working as standard

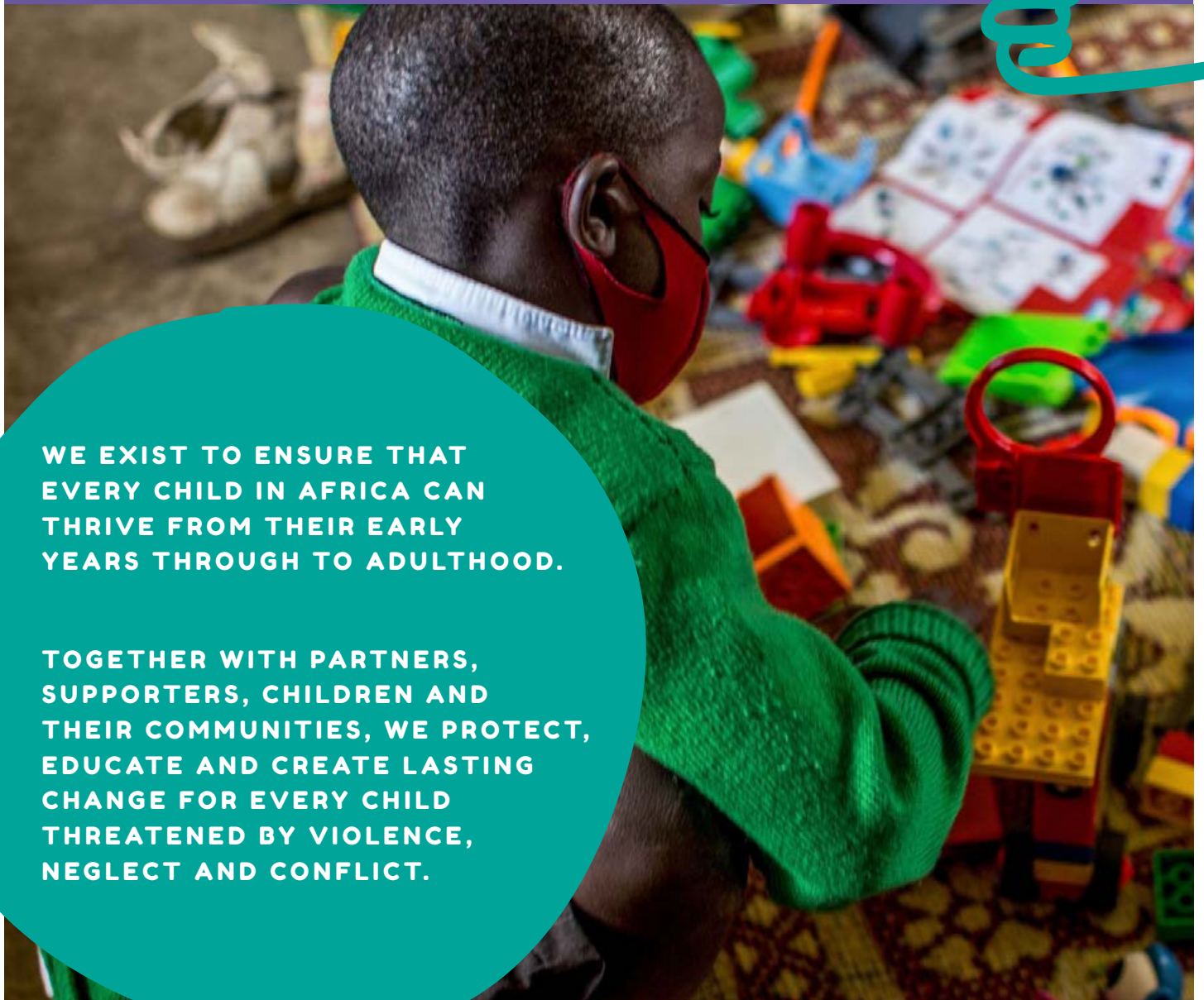
# ABOUT US

AT CHANCE FOR CHILDHOOD,  
WE BELIEVE THAT NO CHILD  
SHOULD HAVE TO FIGHT FOR  
A SAFE, HAPPY CHILDHOOD.



WE EXIST TO ENSURE THAT  
EVERY CHILD IN AFRICA CAN  
THRIVE FROM THEIR EARLY  
YEARS THROUGH TO ADULTHOOD.

TOGETHER WITH PARTNERS,  
SUPPORTERS, CHILDREN AND  
THEIR COMMUNITIES, WE PROTECT,  
EDUCATE AND CREATE LASTING  
CHANGE FOR EVERY CHILD  
THREATENED BY VIOLENCE,  
NEGLECT AND CONFLICT.





We specialise in ensuring access to inclusive education and safe spaces so that children in Africa can play, grow, learn and thrive. We have staff and offices in the UK, Rwanda, Ghana and Uganda and community partners across West and East Africa.

**OUR 2025 STRATEGY** is the best place to digest our values and our current strategic objectives and workstreams. In a nutshell, we are a fast-paced, energetic organisation with a diverse team and big ambitions to further our impact for the children and communities we work with.

In the last year we have grown significantly through several successful large-scale bids with the World Bank and UNICEF and our income projection is £1.5m in 2023. We're also just about to launch an exciting campaign to call for the end to unethical use of children's imagery in charity appeals. This puts children's rights at the centre of all our external communications and content and we're overtly passionate about ensuring that we redress the power imbalance that exists between the donor community and the children and communities we work with.

We are excited to be developing a digital disability detection toolkit in partnership with our corporate partner's innovation hub; as well as launching our first ever education outcome-based contract in Ghana, as part of a large consortium. We have grown our consultancy services in safeguarding and inclusion during 2022 and seek to strengthen this source of income through strategic relationships within the NGO and private sectors. We are keen to further develop these opportunities with someone who has an appetite for innovation and a growth mindset.





# WHY THIS ROLE, WHY NOW?

**AFTER A REMARKABLE FIVE YEAR PERIOD OF CO-LEADERSHIP AT CHANCE FOR CHILDHOOD, ONE OF OUR CO-CEOS IS MOVING ON, CREATING SPACE FOR THIS EXCITING NEW LEADERSHIP ROLE WITHIN OUR ORGANISATION.**

Our new COO will work closely with our incumbent CEO, deputizing where appropriate and taking a leading role in scaling our operational delivery and compliance, and deepening our meaningful engagement with community partners to promote locally led development and investment in social entrepreneurs.

This role would be ideal for an experienced leader with a project management or compliance background with experience of working at scale with delivery teams internationally.



# KEY RESPONSIBILITIES

## LEADERSHIP

- Inspire, motivate and engage colleagues with a clear understanding of their contribution to Chance for Childhood's Strategy
- Encourage and promote a culture of innovation, ambition, learning and excellence across the organisation and provide guidance and support to staff in their daily work
- Contribute to the Senior Management Team, promoting a collaborative approach and effective and positive relationships with all Chance for Childhood stakeholders

## PROJECT MANAGEMENT AND DELIVERY

- Working closely with the Regional Heads of Operations and Technical leads, identify and monitor project delivery risks with clear mitigation strategies and systematic risk reviews that seek to protect the security and safety of staff and the sustainability of programmes
- Consolidate CfC's approach to project management excellence and foster a culture of learning and development amongst the SMT and project management team on the same
- Maintain close oversight of project delivery milestones across the portfolio
- Oversee a fast paced scale up of our project delivery team in Ghana, offering support to the Head of Operations in resourcing and adapting systems and processes to meet the needs of the Education Outcome Fund delivery team



# KEY RESPONSIBILITIES CONTINUED

## FUNDING AND COMPLIANCE

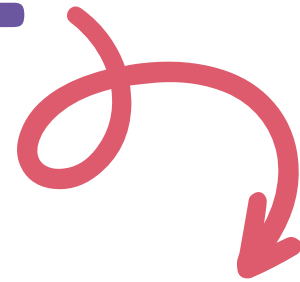
- Consolidate CfC's approach to identifying, tracking and executing institutional funding applications
- Support the CEO in nurturing relationships with institutional grant making organisations
- Work closely with the Head of Finance to review project budgets which meet donor requirements and our own cost recovery objectives
- Work across the Senior Management Team to deliver robust donor compliance principles which consolidate and enhance existing reporting practices

## NETWORKING AND ADVOCACY

- Identify and pursue the development of strategic partnerships to enhance the effectiveness of our work and broaden our access to institutional funding through consortia
- Actively participate in NGO and development networks to ensure our valuable contribution to dialogue and policy in the thematic areas and values of our work
- Represent Chance for Childhood amongst potential donors, social investors and other key stakeholders
- Be a brand ambassador for Chance for Childhood, deputising for the CEO in pursuit of PR/ Media opportunities to promote the organisation's impact, principles and values



# CANDIDATE PROFILE



- ✓ A leader with proven ability to empower and motivate high performing teams
- ✓ Experience of leading large scale project management / compliance teams internationally
- ✓ Strong commercial acumen and experience of overseeing the development of multi-year, multi-currency and multi-partner budgets
- ✓ A track record of soliciting funding from bi-lateral and multi-lateral institutions
- ✓ Ability to problem solve and work effectively in a fast-paced environment
- ✓ Knowledge of impact investment sphere preferred
- ✓ Strong interpersonal skills and experience of building effective relationships with a diverse range of external partners and stakeholders
- ✓ An excellent communicator in written and spoken English

- ✓ Experience of working in sub-Saharan Africa preferred though previous INGO experience is not necessary
- ✓ Knowledge or lived experience of safeguarding and inclusive education for children in vulnerable situations preferred
- ✓ A strong appreciation and sensitivity to the different cultural contexts in which Chance for Childhood works and a commitment to promoting equality, diversity and inclusion
- ✓ A commitment to Chance for Childhood's values
- ✓ A commitment to personal learning, development and improvement
- ✓ Applicants must have the right to work in the country from which they are applying; UK, Ghana or Rwanda





# HOW TO APPLY

Please submit your CV and a letter (maximum one A4 page) outlining your suitability for the role to ✉ [apply@chanceforchildhood.org](mailto:apply@chanceforchildhood.org).

Please ensure you add the job reference '**COO2022**' to your email subject field.

Candidates are advised to apply early.

**CLOSING DATE FOR APPLICATIONS IS 31 JULY 2022.**

Chance for Childhood is committed to creating an inclusive working environment, promoting and providing equal opportunities in employment.

We particularly welcome applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socio-economic and educational backgrounds, as these are underrepresented within Chance for Childhood's UK-based team.

## SAFEGUARDING

Chance for Childhood is committed to safeguarding everyone we encounter.

We have a zero-tolerance policy towards any abuse, neglect, and exploitation of all people. Everyone that works with us is required to share and uphold this commitment through signing and complying with our Global Safeguarding Policy and Code of Conduct.

Pre-employment checks are undertaken to ensure high standards are maintained, including a police check (or equivalent) and references.

 [www.chanceforchildhood.org](http://www.chanceforchildhood.org)    

Registered UK charity number: **1013587**

Chance for Childhood Development in Ghana registration number: **CG1239522019**

Chance for Childhood Rwanda INGO Number: **011/RGB/17**