

Head of Programmes & Operations

Role:	Head of Programmes & Operations
Reporting to:	CEO
Direct Reports:	Responsibility for the Collective Voice & Action, Learning & Engagement and Business & Finance Teams.
Location:	Edinburgh / Hybrid
Hours of Work:	Full time - 4 days a week (28 hours) - Open to part-time & flexible working
Contract:	Permanent
Salary:	£40,000-£45,000

The Young Women's Movement is Scotland's national organisation for young women and girls' leadership and rights.

Young women are at the heart of everything we do and we work collectively to equip with them the resources, networks and platforms to lead meaningful change and create a more equal society. Every time we say young women, we mean all self-identifying young women and girls.

We exist because we believe in a society where young women and girls' needs and rights are fully met. We will continue to strive until that society is secured.

To help us achieve this, the role of **Head of Programmes & Operations** has been created to:

- ◆ To lead the Operations and Finance functions of the Young Women's Movement to provide effective, efficient and business-focused support that drives our work into the future
- ◆ To innovate, deliver and grow high quality feminist programmes and initiatives across Scotland that are led by the voices, experiences and needs of young women and girls

Everyone who works at Young Women's Movement:

- ◆ Has equality at the heart of everything they do
- ◆ Takes a participatory approach to our work. We are for young women and by young women
- ◆ Builds communities of friendship and support networks, finding joy in our collective actions and connections
- ◆ Understands the impact of challenging inequality on those most affected by it. We lead with kindness and empathy, putting collective wellbeing at the core of our organisation
- ◆ Delivers our work with integrity and are proud of the work we do
- ◆ Is bold and brave. We do not shy away from challenging the status quo and taking radical steps to make gender equality a reality in Scotland

How you'll help to create a fairer Scotland for young women and girls:

Leadership and Governance

- ◆ As a member of the Senior Leadership Team, contribute to the leadership and delivery of the Young Women's Movement strategic and operational goals
- ◆ Lead and inspire the Collective Voice & Action, Learning and Engagement, and Business and Finance Team's workload and activities, including direct line management of the Collective Voice & Action Lead, Learning & Engagement Lead, Business & Finance Coordinator

- ◆ Work with the CEO, Treasurer, and external accountant on the Management Accounts for the quarterly Finance Subcommittee; and contribute towards papers for the Quarterly Board meetings
- ◆ Support the CEO with contributions to the overall organisation strategy and development
- ◆ Within your areas of responsibility and supporting the wider organisation, ensure compliance with all related policies and procedures e.g. HMRC, Pensions Regulator, Companies House & OSCR
- ◆ Provide additional management cover when necessary

Operational Management

- ◆ Work with the CEO, Leads and young women to develop and expand our existing programmes and ensure we are constantly innovating in programme and product development to meet the needs of the young women we support
- ◆ Replicate and expand existing programmes across Scotland whilst also adopting a proactive and strategic approach to developing new and innovative programmes
- ◆ Develop excellent relationships with the YWM team and the young women we work with to drive positive outcomes and ensure our work is led by the experiences, voices and needs of young women
- ◆ Support the Leads with strategic planning for the Collective Voice & Action; Learning and Engagement and Business and Finance Team's team including the setting and monitoring of objectives and targets
- ◆ Oversee the monitoring and evaluation activity for the Collective Voice & Action; Learning and Engagement and Business and Finance Teams

Finance

- ◆ Work with the CEO to set, manage and monitor organisation and project budgets
- ◆ Work with budget holders to manage and monitor budget lines and authorised expenditure within delegated limits and YWM financial policies and procedures
- ◆ Work collaboratively with the CEO and Business and Finance Coordinator to ensure a strong synergy between organisational planning and financial and resource sustainability
- ◆ Lead on the annual production and audit of the organisation's statutory accounts, including preparation and completion of the statutory accounts in accordance with charity and accounting standards, and submission of annual returns to the Charity Commission and Companies House
- ◆ Oversight of the charity's investments; including providing regular and timely advice to the Board on investment management and delivery

HR, Culture and People

- ◆ Overseeing HR strategies, HR compliance, and ensuring HR strategies that mean our team are supported, skilled, and developed
- ◆ Maintain and develop strong cross-team relationships within YWM
- ◆ Using external experts as required, co-ordinate and interpret advice on any human resource issues arising
- ◆ Support the Business & Finance Coordinator to ensure the consistent delivery and quality of HR processes including staff recruitment, induction and development, monthly payroll and pensions, annual objectives and professional development plans

IT, Administration and Business

- ◆ Oversee the YWM's information management, incorporating legal and regulatory requirements (GDPR), data security, and use of data and insight to deliver the objectives of the movement
- ◆ Ensure implementation of YWM's Activity and Organisational Health and Safety policies and processes in line with legislation

- ◆ General office management oversight

Other

- ◆ Keep up to date with the latest developments in the charity, political and commercial sectors and identify key opportunities for YWM
- ◆ Undertake any other duties that occasionally arise

Let's talk about you - you will already have or be working towards:

Essential

- ◆ A good standard of education in a relevant field OR demonstrable equivalent skills through continued professional development
- ◆ A track record of delivering organisational plans as part of a management team
- ◆ An understanding of the issues facing young women, especially those facing the greatest inequalities and at risk from systemic discrimination
- ◆ Excellent relationship management skills and experience of line management and professional development
- ◆ Professional expertise to implement team strategy and a strong track record of efficient and effective delivery of objectives
- ◆ Previous experience of effectively setting, managing and monitoring budgets (annual budgets exceeding £500k preferable)
- ◆ The ability to work independently and to deal with often complex and non-routine issues
- ◆ Ability to think creatively and strategically, using a solution-focused approach
- ◆ A flexible and adaptable approach with the ability to operate and prioritise within a constantly evolving environment where targets and deadlines may change
- ◆ Commitment to own continuing professional development

Desirable

- ◆ Experience of working in women-only spaces with a focus on young women and girls
- ◆ Experience of working in a similar role in a charity or not-for-profit environment
- ◆ Advanced skills in MS Excel, Word, Customer Relationship Management System (CRM) and finance software - Xero desirable
- ◆ Experience of managing an HR function - BreatheHR desirable
- ◆ Experience in and understanding of good charity governance
- ◆ Experience of participatory models of working with young women and/or youth work experience
- ◆ Knowledge and understanding of feminist themes within equity, diversity and inclusion and the roles a support function plays in this

Why work with us?

- ◆ We operate a 4-day working week, which means full-time is 28 hours
- ◆ We offer flexible working options and patterns, including the option to work hybrid from anywhere in Scotland (our co-working space is in Edinburgh)
- ◆ Our annual leave entitlement is 28 days a year, including public holidays
- ◆ We provide 1 additional day of annual leave for your birthday (or to take another time that you would like to celebrate)
- ◆ All staff members are enrolled in our Employer Life Assurance Scheme
- ◆ You can access a range of benefits and discounts through our life assurance app.
- ◆ We are committed to supporting staff development through training and coaching opportunities
- ◆ Wellbeing and mental health support are a priority, all of our staff can access counselling through our EAP provider.

- ◆ We have a number of feminist policies to support our staff e.g. fertility and menopause policies
- ◆ You'll be joining a team that will embrace your ideas and support and encourage you to bring your whole self to work

Due to the nature of our work with children and young people, successful applicants will be required to undergo a disclosure check through the PVG Scheme.

At The Young Women's Movement, we are an intergenerational feminist team, and we value and celebrate diversity. We welcome applications regardless of age, gender, ethnicity, disability, religion, sexual orientation or gender identity.

Don't meet every single requirement?

Studies show that women and Black, Asian & Minority Ethnic people are less likely to apply for a job unless they meet every qualification. So, if you're excited about this role but your experience doesn't align perfectly with the job description, we'd love you to apply anyway. You might just be the perfect person for this role, or another role within The Young Women's Movement family.

Recruitment process

Please complete both The Young Women's Movement Application Form and Equal Opportunities Form on the [Vacancies page of our website here](#).

The deadline for applications is **9am on Monday 6th May**.

Interviews will take place in-person at The Melting Pot in Edinburgh on the **20th & 21st May**. Due to staff capacity and recruitment timescales the interview dates are fixed and we are unable to accommodate requests for alternative interview dates.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact our CEO Jenni Snell, jenni@youngwomenscot.org and we will be happy to discuss.

