



Interim Chief Operating Officer

CLOSING DATE

13 June 2022

A truly exciting newly created opportunity has become available for an Interim Chief Operating Officer to lead the Bristol Future Talent Partnership to the next stage of its development.

LOCATION

Home based but expected to attend meetings and work from an office in Bath or Bristol dependent on work commitments.

This is a great opportunity for you to help us grow our relationships and partnerships with employers and educational establishments, as we seek to build on the work we have done and provide a1000 students from black and ethnic minority backgrounds with access to high-quality work experience and mentoring opportunities.

The role

Bristol Future Talent Partnership was formed by leading public and private sector organisations that share the vision of making Bristol the fairest and most racially equal place to study and work in the UK.

HOURS

28 Hours
4 days / week

As the Interim Chief Operating Officer, you will lead on development and income generation activities, managing stakeholder relationships, building new partnerships with new employers and educational establishments, and ensuring consistency and quality in the delivery of our Career Insight Weeks and mentoring programme.

SALARY

£30,000 to £35,000
full-time equivalent
- pro rata for 4
days a week

You will also be an advocate for the vision of the partnership in local, national and international forums, while also developing new initiatives, events and programmes to further our vision.

Additionally, your responsibilities will include:

- developing and delivering on a business plan that meets the aspiration of the board of directors
- leading programmes and initiatives in consultation with the board of directors
- working with the board of directors, employers and educational establishments to build a rolling programme of Career Insight Weeks for our three target intervention groups (year 10, year 12 and university students)
- establishing Bristol Future Talent Partnership as the leading employer-led, racial equality and fairness partnership in the city in education and employment
- championing the ongoing success and progress of the partnership
- identifying and pursuing bid funding opportunities in support of the partnership's work
- nurturing existing relationships with supporting member organisations to maintain core funding to support the partnership's work and build relationships with potential new supporting members



- keeping future income generation plans under constant review, as well as identifying and pursuing new sources of income and funding from private, public and/or voluntary sectors when appropriate opportunities arise
- identifying and pursuing opportunities for new impactful projects that will contribute to achieving the partnership's vision and business plan.

What do I need?

To really flourish in this role, you will possess two years or more of leadership experience with responsibility for a company, large-scale project, initiative or programme with a track record of success.

You will be hugely passionate and have the breadth of knowledge, awareness and sensitivity needed to develop, nurture and manage partnerships and relationships with private and public sector organisations and educational establishments.

Additionally, you will have the following skills and experience:

- managing a company, organisation or project's budget, including financial reporting and management
- the successful management of strategic relationships with multiple and varied stakeholders and the ability to develop new relationships
- knowledge and experience of, and an interest in, racial equality, diversity, inclusion and fairness and the issues currently facing the Bristol city area
- self-motivated with good interpersonal skills and the ability to inspire, motivate and build partnerships and relationships
- strong planning and personal organisational skills and the ability to multi-task and be accountable across a range of activities, while also working to tight deadlines
- excellent verbal and written communication and presentation skills and the ability to communicate complex ideas and issues to different audiences in writing, in person or virtually
- confident and effective use and administration of IT systems, such as Microsoft 365 Business and virtual meeting platforms, such as Microsoft Teams and Zoom

Desirable skills and experience:

- experience reporting to a board of directors and facilitating successful governance within a charitable, community interest company or non-profit setting
- acting as an ambassador for an organisation or project
- experience and a track record of success developing new strategic opportunities or relationships for an organisation,



programme or project, including creating income generation opportunities

- the ability to engage and maximise opportunities within a rapidly developing policy and local political context
- practical knowledge of legal obligations, policies, procedures and data protection regulations the company is obliged to adhere to
- monitoring, evaluation and learning skills, including the ability to communicate the impact of the company's activities, programme or projects.

How to apply

Please send us your CV (or a summary of your experience) and cover letter to hello@bristolfuturetalent.co.uk with 'Interim Chief Operating Officer' in the subject line.

Your cover letter (ideally no more than two pages long) should outline your interest in the role and suitability of your skills and experience, including how you meet our experience, skills, knowledge and abilities criteria.

Please also indicate your availability to start.

Interviews are likely to be held in person during June 2022

If you have any questions, or would like to have an informal discussion about the role, please email us at hello@bristolfuturetalent.co.uk to arrange a call.