

# Chief Operating Officer

Deadline for Applications:  
3rd August 2023



## About Us

BUD (Businesses Under Development Limited) is a social enterprise based in London working nationally.

We are a vibrant, fast-paced, collaborative and agile team who provide training, facilitation, workshops, consultancy and coaching around Leadership.

Our mission is to support leaders for positive change in business and community; disrupting the landscape of leadership to build a fairer society.

## Our Aim

We as an organisation are determined to disrupt the landscape of corporate and community leadership. Our workshops, consultancy and programmes are designed to give leaders the tools to effect change in the way their businesses operate and the workplace culture it creates.

Our aim is for staff and management to feel equally valued and find common ground so that they can share their vision and help build an atmosphere of positivity and inclusivity, leading to greater productivity.

We are determined to see systemic change across the board particularly around Racial and Gender Equity, bridging the huge gap between corporate and community, taking ego and power out of the equation and moving towards a fairer and more diverse society.

## Our Culture

We are a small and diverse team (10 employees) who are all committed to our organisations mission. We each bring a unique set of skills and talents, and work together across departments to deliver our projects with our trademark excellence.

There is an expectation to work autonomously. This means we all take accountability and ownership of our work and exercise self-leadership in our roles. We support and value one another and encourage a collaborative and inclusive environment.

We motivate and encourage one another at our weekly team meetings and monthly team days. We aim to foster an environment of personal growth, with open conversation and transparency when it comes to improving our skills, building our confidence, and setting goals, both personally and professionally.

We try to embed positivity and wellbeing in our culture and believe that when staff are valued and engaged the team can continue to bud, grow and thrive!



**Reporting to:** CEO

**Location:** London SE1

(Hybrid Working – Minimum 1 day per week in office, and additional in-person meetings as required - subject to change so flexibility needed)

**Contract Type:** Permanent

**Salary:** £37,000 - £45,000 PA (based on experience)

**Working Hours:** 4 days per week, Monday-Thursday 30 hours per week

## The Role

BUD seeks an experienced, dynamic, and organised individual who has strong leadership capabilities and excellent problem-solving skills, to oversee the day-to-day operations of our growing social enterprise.

At BUD, we use a variety of outside the box approaches to deliver our work. Some of the methods we use include training programmes and workshops, consultancy, coaching and events.

The BUD COO will facilitate collaborative leadership and implement the organisation's vision to ensure BUD Leaders meets its short-term and long-term objectives. They will help create effective systems, tools and policies in line with BUD's mission and values, to strengthen operational efficiency, generate revenue, and grow BUD's social impact.



The ideal candidate will have at least 2 years' experience a similar role and have a track record of translating ideas into tangible outcomes. You will be someone who can help us achieve BUD's strategic vision and goals, have a solution focussed mindset, takes pride in their work, and has excellent communication and interpersonal skills. You will be highly competent with technology, particularly Microsoft 365, have a firm understanding of Inclusive Leadership, and a purpose driven outlook.

The successful candidate will be passionate and committed to the core values of BUD:

- *Listen means to Understand*
- *Always give more than expected*
- *No person is better, only different*
- *Be passionate*
- *Have fun!*



# Key Responsibilities



The successful candidate will join a dynamic, fast-paced team, so aspects of the job description may change as the organisation evolves. The following list of duties is not exhaustive, and colleagues will need to support one another from time to time.

- Day-to-day operation of the business across all departments.
- Working with the leadership team to ensure that all business KPIs/objectives are met.
- Line managing the Director of Programmes/Delivery, Director of Marketing & Communications, and Senior Administrator.
- Building and implementing an effective internal control framework.
- Assessing and enhancing the efficiency of all operational processes and procedures for optimal efficiency.
- Evaluating BUD's impact and performance and recommending strategies to for continuous improvement across all departments.
- Collaborating with management and other stakeholders to plan and implement various strategies for growth.
- Working together with key stakeholders and project/departments leads to compile and manage organisational budgets.
- Implementing financial policies and procedures.
- Preparing timely financial reports, in line with BUD's reporting framework.
- Leading and motivating the BUD team to achieve organisational objectives.
- Collaboratively establishing policies that improve and promote BUD's vision and culture.
- Leading and managing team members to maximise their efficiency and growth within their roles, ensuring that they have the tools and skills they need to perform their roles effectively and planning any skills development in conjunction with HR/L&D.
- Actively and intentionally mentoring the BUD team by embodying BUD's mission and values.

# Essential Skills and Experience



- Minimum of 2 years' experience in an Operational Lead role.
- Minimum of 5 years' experience successfully leading a minimum of 2 team members.
- Experience or strong understanding of how businesses operate to be successful.
- Experience of implementing and monitoring new systems and processes.
- Excellent verbal and written communication skills.
- Demonstrated ability in managing and motivating junior and senior team members.
- Good understanding of the business environment, and ability to manage the day-to-day running of a small business.
- Experience of measuring KPIs and ensuring that key business objectives are met.
- Excellent working knowledge of information technology and computer systems.
- Experience overseeing financial budgets and forecasting.

# Desirable Skills and Experience

- Experience in Project Management.
- Understanding of ESG/CSR targets and strategies.
- Experience with Business Development.
- Experience in Finance Management or Bookkeeping.



*BUD is an equal opportunities employer, and we welcome applications from all individuals regardless of age, disability, ethnicity, gender, sexual orientation, or personal circumstances.*

### Supplementary Benefits:

- Flexible working: Min. 1 office day per week at our London office, plus additional in person meetings/events when required
- Four Day Working Week - We have adopted a 4 day working week so Fridays off!
- Generous Holiday Allowance: 23 days per year, including bank holidays, Christmas shutdown and Birthday, plus one additional day of annual leave per year of service
- Wellbeing Benefits: ership to our Employee Assistance Programme (EAP), plus 2 paid 'wellbeing days' per year
- Workplace pension scheme

At BUD, we seek to be authentic by practicing what we deliver as an organisation. Therefore, collective intelligence is sought, sharing ideas and decisions across the team through weekly team meetings and regular learning opportunities are made available depending on desires. We collectively consider our broader strategy, examine and share learning across our projects, and explore how we might develop our work and our existing offering to clients.

We believe in paying our team fairly and are committed to promoting equality of opportunity for all staff and welcome applicants from all backgrounds. We aim to create an inclusive working environment in which all individuals are able to make the best use of their skills and are enabled to thrive.

We welcome applicants of all backgrounds and circumstances and are happy to discuss individual working requirements.

Apply via our website [www.budleaders.org/jobs](http://www.budleaders.org/jobs) or email [hello@budleaders.org](mailto:hello@budleaders.org) with your CV and one page cover letter