

# Recruitment Pack

**Director of Operations & Finance**  
(Joint Chief Executive Officer)



**Woodcraft Folk**  
Education for Social Change



# Introduction

## Director of Operations and Finance (Joint Chief Executive)

Woodcraft Folk is the UK's co-operative children and young people's movement. As we head towards our centenary in 2025, we're recruiting new volunteers, opening our doors in new communities and expanding our small network of outdoor activity centres. Our support systems and infrastructure need an overhaul to meet the needs of an increasingly dispersed staff team supporting over 3,000 volunteers to run over 300 local groups all over the country.

**We're looking for a co-operative, systems-minded individual to lead the transformation of our operational infrastructure and build on almost a century of youth-led governance. You'll need to be comfortable with complex finances, HR, and IT. You'll be committed to partnership working inside and outside the organisation and share our commitment to empowering young people, fighting discrimination, and engaging with nature through education for social change.**

Focusing on our governance, financial systems, HR and other operational infrastructure, the Director of Operations and Finance (Joint Chief Executive) is a new role, developed to reflect the co-operative nature of Woodcraft Folk. Working closely with the Development Director (Joint Chief Executive) and our engaged Trustees, you will update, develop and maintain the infrastructure which supports our volunteers and young members to deliver our charitable objects.

Primarily based in our South London head office, with the opportunity for some remote working, the role requires significant weekend and evening working and occasional UK travel. No overtime is paid but expenses will be reimbursed and time off in lieu given accordingly. We aim for the Woodcraft Folk staff team to reflect the diversity of the communities we serve and welcome applicants from a range of backgrounds and experiences. The role is full time, but we would consider part-time for the right candidate.

If you would like to arrange an informal discussion of the role, please contact Stuart Walker, Chair of General Council on [stuart.walker@woodcraft.org.uk](mailto:stuart.walker@woodcraft.org.uk).

## Application Process

Please use the application form provided. We are unable to accept CVs. Completed application forms should be sent to [recruitment@woodcraft.org.uk](mailto:recruitment@woodcraft.org.uk)

## Timetable

<b>Deadline</b>	9am, Friday 1 June
<b>Interviews</b>	Week starting 11 June
<b>Start</b>	Monday 3 September (or as soon as possible thereafter)

# Director of Operations & Finance (Joint Chief Executive Officer)



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## Job Description

**Responsible To:** Specific trustee nominated by General Council

- currently Vice-Chair (Operations)

**Salary:** £36,909 to £40,277 (inc. London weighting) [O16-O21]

**Hours of Work:** 35 hours a week (we would consider part-time for the right candidate)

**Place of Work:** Woodcraft Folk Office, London

**Date Created:** May 2018

**Contract Type:** Permanent

**Holiday Entitlement:** 25 days per year (pro rata) at full pay

## Job Purpose:

To work collaboratively with the Director of Development (Joint Chief Executive Officer) to lead Woodcraft Folk's staff team to deliver the objectives of the organisation and to advise Woodcraft Folk's General Council (board of trustees) to ensure good governance, effective financial management and that the organisation operates within its legal requirements. To assist General Council in making strategic decisions.

### 1 **Shared Responsibilities** (as Joint Chief Executive):

- 1.1 To advise General Council in making appropriate strategic, policy and financial decisions.
- 1.2 To manage the organisation and its staff in order to achieve the strategic objectives determined by General Council.
- 1.3 To ensure sound financial systems and ensure good financial management across the organisation.
- 1.4 To raise the profile of the organisation in order to position the Woodcraft Folk as a leading organisation for children and young people in the UK.
- 1.5 To raise and maintain Woodcraft Folk's profile within relevant sectors, building partnerships and affiliations to further the organisation's aims and objectives.
- 1.6 To represent the Woodcraft Folk in dealings with external bodies.
- 1.7 To support Woodcraft Folk's young members to campaign effectively on issues that are important to them locally and nationally.
- 1.8 To consult and engage Woodcraft Folk members in shaping organisational policy, guidance and strategic direction

- 1.9** To support various Woodcraft Folk committees and decision-making bodies as required.
- 1.10** To conduct tendering processes, negotiate and sign contracts on behalf of Woodcraft Folk with the authorisation of General Council.
- 1.11** To ensure all materials produced in any form in the Woodcraft Folk's name reflect the aims & principles of the organisation as defined by our constitution.
- 1.12** To develop opportunities to diversify income and increase organisational capacity through funding, contracts, consultancy and partnership working.
- 1.13** To lead on devising strategic and operational plans for achieving the strategic objectives determined by General Council.

## **2 Specific Responsibilities:**

- 2.1** To ensure that good governance is implemented, improved and maintained across the organisation.
- 2.2** To ensure that General Council is aware of its legal responsibilities and obligations, especially in relation to data protection and GDPR.
- 2.3** To take responsibility for and ensure good financial management of the organisation, producing quarterly management accounts, and managing budgets within those areas of the organisation for which the post is responsible.
- 2.4** To be responsible for compliance and reporting to appropriate regulators, in particular to the Charity Commission, Office of the Scottish Charity Regulator, Companies House, Information Commissioner's Office, and Fundraising Regulator.
- 2.5** To work with elected officers to ensure that Woodcraft Folk's Annual General Meeting happens each year and meets our standards of good governance and our constitution.
- 2.6** To line manage the Office & Volunteer Co-ordinator, Communications Officer and Finance Administrator.
- 2.7** To lead on Information & Communications Technology and infrastructure development to ensure the organisation and its staff team can work effectively to support inclusion, growth and widening participation.
- 2.8** Facilitate effective HR policy and systems to support a dispersed staff team of core and project based staff.
- 2.9** To attend Woodcraft Folk's Annual Conference and Gathering and Woodcraft Folk's Staff Conference.
- 2.10** To carry out any new duties commensurate with the post as required by the needs of the organisation or as set out by General Council.

## Person Specification

<b>Attitudes</b>	
Commitment to the aims and principles of Woodcraft Folk	<b>Essential</b>
Commitment to equal opportunities	<b>Essential</b>
A highly motivated and professional approach	<b>Essential</b>
Willingness to work regular evenings and weekends	<b>Essential</b>
Willingness to travel throughout the UK	<b>Essential</b>
Commitment to safeguarding children and young people	<b>Essential</b>
Ability to review, problem solve, make recommendations and improve systems	<b>Essential</b>
Understanding of and sympathy with co-operative values and principles	Desirable
<b>Experience</b>	
Experience of strategic planning, implementation and monitoring	<b>Essential</b>
Effective leadership and line management in a team working to tight deadlines	<b>Essential</b>
Experience of successful financial management and reporting	<b>Essential</b>
Experience of HR systems and policy development	<b>Essential</b>
Experience of meeting the needs of a dispersed and flexible staff team with many individuals employed on part-time and fixed term basis	Desirable
Working with a volunteer management committee	Desirable
Awareness and experience of working in a democratic organisation	Desirable
Experience of leading change	Desirable
<b>Knowledge, skills and abilities</b>	
Ability to work effectively with staff and volunteers in a variety of roles	<b>Essential</b>
Excellent interpersonal skills, including the ability to establish, develop, and maintain effective networks	<b>Essential</b>
Understanding of how IT and digital systems can be used to enable effective working and communication	<b>Essential</b>
Highly effective oral and written communication skills	<b>Essential</b>
Knowledge of employment legislation and best practice	Desirable
Recognised financial qualification	Desirable
The ability to work with and alongside young people	Desirable
Awareness of the statutory and regulatory environment relevant to the organisation	Desirable

## **Woodcraft Folk Objects**

The objects of Woodcraft Folk are the advancement of education and the empowerment of children and young people for the public benefit by:

- encouraging children and young people to participate in society, improving their lives and others through active citizenship; and
- promoting the interests and welfare of children and young people

In furtherance of the above objects Woodcraft Folk seeks to further the International Cooperative Alliance's Statement on the Co-operative Identity. We seek to be recognised as the Co-operative and Trade Union movements' educational and empowerment organisation open to all with the aim of building an environmentally sustainable world built on children's and human rights, equality, friendship, peace, economic & social justice and co-operation.

This is expanded upon in our Aims, Principles and Programme -

<https://woodcraft.org.uk/resources/aims-principles-and-programme>

## **Strategic Plans**

We are nearing the end of our 2013-18 strategic plan and following a year of consultation with the movement, the final draft of the 2019-2025 strategic plan is being prepared for adoption at our Annual Gathering on 22-24 June. <https://woodcraft.org.uk/strategic-plans>

## **Annual Reports and Accounts**

You can find previous annual reports and statutory accounts at:

<https://woodcraft.org.uk/accounts>

