



we support the entrepreneurial doers and makers who change lives and grow Britain.

Head of Operations

Outline

The Centre for Entrepreneurs is the UK's leading charitable foundation that promotes and develops the entrepreneurship agenda in this country. We are looking for a Head of Operations to help shape and improve our operational delivery capabilities across all aspects of our foundation's activities – entrepreneurial education, programme and event delivery and our systems and processes.

The role

You'll lead the operations activity for the team, ensuring that everything we do is planned effectively, runs like clockwork and delivered within budget, and that all of our touchpoints delight and amaze – externally and internally.

Key areas of responsibility:

- **Operations** – owning and delivering our busy events schedule – sourcing venues, managing logistics and event delivery and ensuring that all attendees have a great experience. Our events range from private fireside chats, speaker events, conferences, to large-scale showcases and lectures. Setting and managing budgets, organising staff (internal and temporary) and managing attendee experience.
- **Technology** – leading on all aspects of our tech and platforms, ensuring that all activities run efficiently and effectively. We rely on a small number of core systems for day-to-day work (Salesforce, Dropbox, G-suite) together with a range of data collection, mailing and event platforms. Additionally, identifying and evaluating opportunities to use new technology developments to continually improve performance, and making the business case to implement new platforms.
- **Online presence** – responsible for our online presence – maintaining our website as our key source of information and engagement across our supporter base; continuous, data-driven improvement of site structure and copy, informed by analytics.
- **Commercial and finance** – managing supplier contracts and payments and working with our accountants and auditors to ensure our finances run effectively and efficiently. You will be responsible for financial reporting and analysis.
- **Governance** – co-ordinating and organising our trustee board meetings, supporting activities and associated documentation.

Key skills:

- Results-focused – able to work in a fast-paced, environment and comfortable managing and prioritising multiple projects and deadlines, without too much supervision.
- Completely at home with technology, and what you don't know, you're comfortable self-learning and developing your skills. The key platforms that are business critical for us are:
 - o Salesforce
 - o Wordpress
 - o MS Office
 - o Web and social media analytics
- Financially and commercially aware – not formally finance-qualified, but business smart and conversant with commercial contracts.
- Fantastic attention to detail.
- Great communicator, and able to manage diverse sets of stakeholders effectively and engagingly, across all channels and communication areas.

About you

- 5 years+ professional experience
- Degree-qualified, or equivalent
- Interested in entrepreneurship and startups
- Experience of working in a startup would be advantageous
- Quick and agile learner with a focus on deadlines and delivery quality

About us

We are a small, but highly-effective and growing team, with an incredible network of donors, partners, supporters, alumni Our foundation is a UK charity and our work focuses on developing the UK's entrepreneurship agenda, across a diverse range of activities, covering:

- NEF Fast Track – the UK's leading development programme for young aspiring entrepreneurs;
- Research – publishing original research reports into key areas where entrepreneurship can help the UK economy, including the role of refugee entrepreneurs, support for university incubators and accelerators and the case for regenerating Britain's seaside towns and communities;
- Running engaged and active member networks such as the Incubator and Accelerator Network and the Global Refugee Entrepreneurs Network;
- Delivering high-profile events, including the CFE annual lecture on entrepreneurship – delivered by Eric Schmidt in 2018.



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Location - private WeWork office, near Old Street.

Salary – £30-35k, dependent on experience

Benefits – 25 days annual holiday allowance, plus bank holidays and Christmas-New Year office shutdown. Private healthcare.

To apply – please send a copy of your CV to Sabina Samek - sabina@centreforentrepreneurs.org - along with a covering letter which shows how you're a great fit for the role. Applications that don't include a cover letter won't be progressed.

Deadline for applications: 9th July 2019