

Job Title: Chief Operating Officer
Location: London
Reporting to: Chief Executive Officer
Contract Type: Permanent

About Police Now

Our mission is to transform communities, reduce crime and increase the public's confidence in policing, by recruiting and developing outstanding and diverse individuals to be leaders in society and on the policing frontline. We are working towards a day when every community, whatever the socio-economic background of its residents, can thrive without residents being fearful of crime and feel confident in the police service.

Launched in 2014, Police Now trains graduates with leadership potential to be inspirational police officers and outstanding problem solvers in some of the UK's most disadvantaged communities. Our fourth cohort started in September, we have seen over 640 officers come through our programme to date, and we're growing rapidly year on year. With the upcoming launch of our pilot Detective programme this year, this is a tremendously exciting moment to join Police Now and drive our organisational strategy.

Police Now is a start-up enterprise that is scaling rapidly, and as such we are looking for individuals to join the team who have an entrepreneurial, flexible style and will contribute effectively to the creation and leadership of this new organisation. Everything we do reflects our values: Believe, Achieve, and Develop. More information about what these values mean to us at Police Now can be found [here](#).

What you'll do

The COO role is a vital senior position in a pioneering and growing organisation. We are looking for a highly motivated and experienced professional, who is prepared to take on an exciting new challenge (you may also be looking to move into a CEO position in due course). Since spinning out as an independent social enterprise, we've scaled rapidly and are now starting to take on an increasingly complex range of projects to deliver on an ambitious mission.

As well as deputising for the Co-founder and CEO (Dave is a former Detective Chief Inspector in the Metropolitan Police Service and his leadership team has a mixture of policing, recruitment, education, leadership development and consulting experience), you will have responsibility for organisational performance, strategy, governance, finance, human resources, major contracts, compliance, evaluation and growth, external communication, taking overall responsibility for expansion and bidding for and growing new work before it transitions to other Directors. This will involve working closely with the CEO as well as with government, major funders, the Board of Trustees and other Directors at Police Now.

Your key responsibilities will include the following:

Strategy

- Lead on the ongoing development of Police Now's strategic plan, working closely with the other key stakeholders, and oversee the sustained expansion of Police Now as we increase the number of participants and programmes. This will include (with the CEO) creating the conditions that help an expanding and geographically spread team keep a clear focus on the mission, values and value

proposition of the organisation

- Manage the annual planning and budgetary process for the organisation, ensuring that annual goals are set and widely understood, that resources are in place and that risks to these plans are identified, managed and mitigated
- Oversee the evaluation and impact measurement work undertaken by Police Now, instilling a culture of curiosity and enthusiasm for gaining and applying insights based on data
- Manage and mitigate risks across these evaluations ensuring that they provide the best possible insight in the time available and do not disrupt the core operations of the charity
- Work with a professional Communications Manager to build the public profile of Police Now in the press and social media
- Troubleshoot issues that emerge across the organisation, particularly in response to growing pains and cross-team coordination
- Lead on the set up of new work across the organisation before projects are handed over to the relevant Director. This could involve bid writing, business planning, setting up new teams and undertaking initial planning and implementation.

Organisational management

- Deputise for the CEO
- Help the CEO to organise effective and impactful Senior Leadership Team meetings
- Prepare agendas and reports for Finance, Audit, Risk and Resource Board Committee, and work with the CEO to help shape Board agendas and produce reports and updates for the Board

Finance

- Provide financial oversight for the organisation as the senior member of staff responsible - you will work closely with the Head of Finance, a qualified accountant, to achieve this - and take senior responsibility for the oversight of the internal and external audit process
- Manage the grant funding relationships with central government. This covers regular reporting on the current Grant Agreements, overseeing work to secure future contracts or grants, and sharing information with a wide range of civil servants.

Operations

- Lead and manage a COO team (currently 12 people and set to grow), setting clear objectives and ensuring staff remain motivated and committed to promoting the Police Now mission
- Ensure compliance with all relevant legal and regulatory requirements and oversee the management of HR, IT, legal support and office space provision through the team. This will include embedding systems and processes for staff ensuring that the organisation is high performing and free from unnecessary bureaucracy

What you need

We're looking for someone with significant relevant experience, whether as a strategy consultant with a focus on implementation, or a mixture of consulting and experience in operations, the civil service, corporate strategy or start-ups. As well as a clear

understanding of, strong belief in and enthusiasm for Police Now's mission, you should have:

- A track record of effective implementation across a range of complex projects with experience of contributing to the 'start-up', 'scaling-up' or business development of organisations
- A proven ability to directly manage and lead a high performing team, with excellent communication skills and emotional intelligence
- Ability to zoom in to detail with a level of scrutiny and oversight as well as hold long term strategic plans, while being comfortable taking responsibility across a range of work areas with high levels of exposure in a senior position
- Demonstrable track record of successfully building relationships to get excellent results and a high level of personal self-awareness about motivations, knowledge and abilities; capable of sensitive and politically astute relationship management with funders, partners and sector stakeholders
- Ability to interrogate and reflect on a range of different types of data, consider hypotheses, and apply insights into decision making and implementation across the organisation
- Significant experience in planning and driving sustained and long-term change
- Financial literacy and confidence handling a large organisational budget

What you'll get from us

- The opportunity to work at a true start-up and to help shape the Police Now programme
- A role in a society-defining organisation, making a difference and changing the way that the most challenged communities in the country interact with the police
- A great team passionately working to build the next generation of leaders inside and outside policing
- A modern and buzzing office in Moorgate, Central London
- Competitive salary of £80,000 a year, plus Police Now's core benefits package includes 27 days holiday each year and participation in a pension scheme (with 5% employer contributions)
- BUPA private medical insurance

Please note

This job description is issued as a guideline. It is not exhaustive, and we would be pleased to discuss any constructive comments you may have. Due to the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description and according to the needs of the organisation.