

Appointment of

# Chief Operations Officer

September 2024 Ref Code DBQEA



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## **Along with our network, we're building an Impact Economy**

Our work has national and international reach, thanks to our growing network of customers, stakeholders and peers who are working alongside us towards impact-aligned goals.

Together, we're making a real, measurable and sustainable impact on people's lives and the future of our planet.

## About us

### Passionate about social investment

Social Investment Scotland (SIS) is a social enterprise and charity that provides loan funding and business support to social enterprises, charities and community groups across Scotland. SIS's vision is for an impact economy, where social entrepreneurs, businesses, consumers, investors, and government are aligned and focused on delivering impactful actions and meaningful outcomes.

Read more about our impact in our latest report: [Building an Impact Economy](#)



## Our values

### Integrity

We do what we say; we are reliable, honest, and consistent.

### Partnership

We grow strong partnerships; we are collaborative, confident, and respectful.

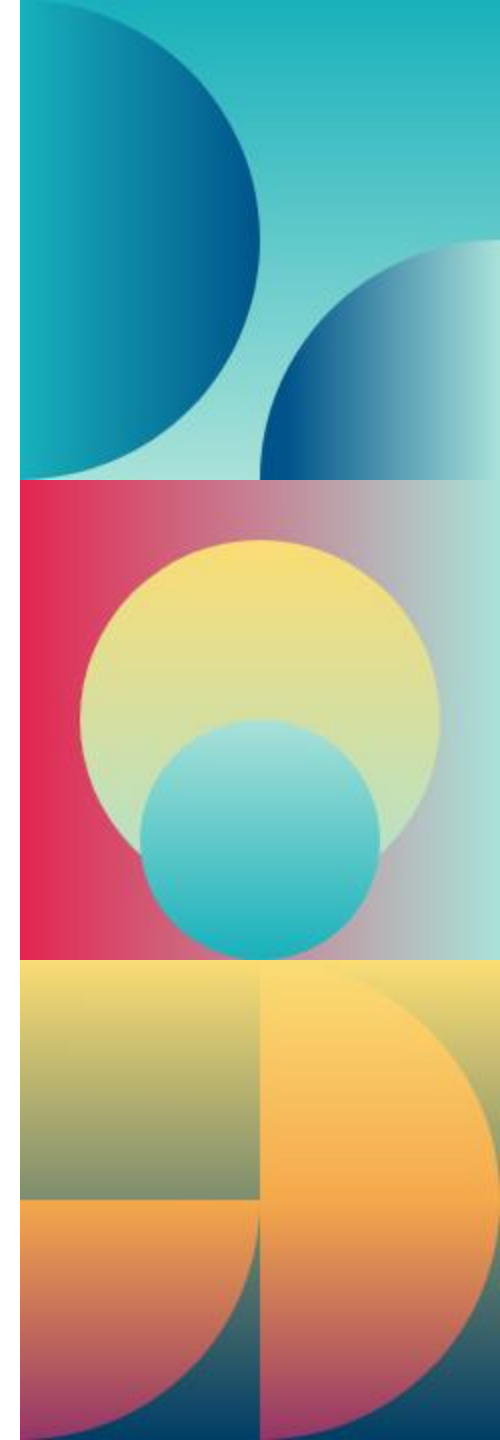


### Purpose

We are purpose driven; we are committed, innovative, and impactful.

### Unique

We embrace the power of difference; we are inclusive, open, and ethical.



## Role Purpose

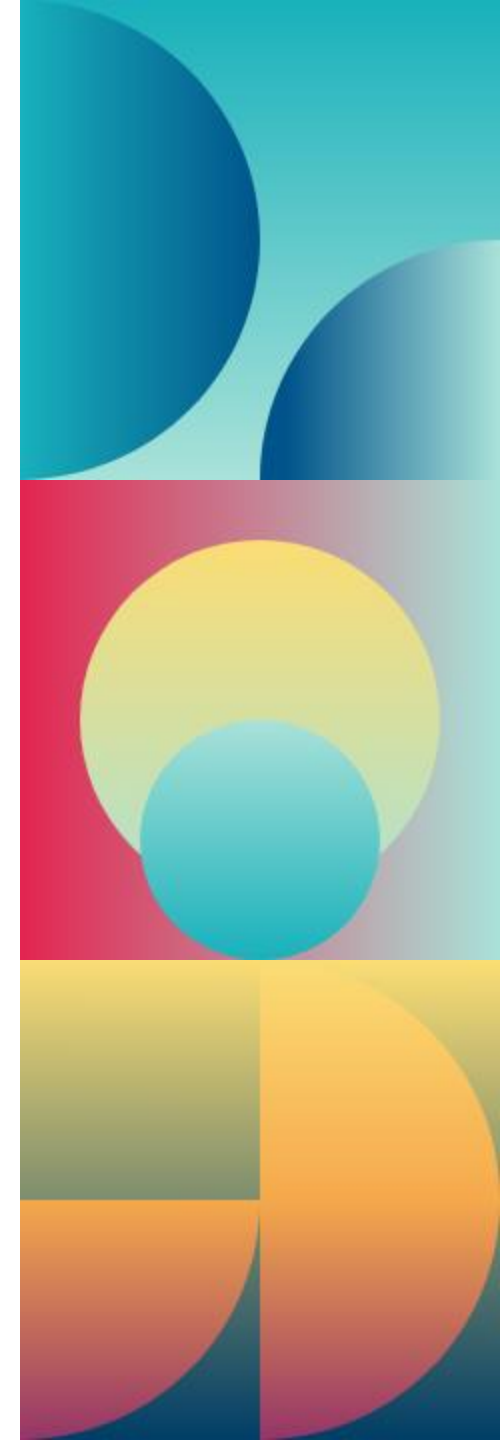
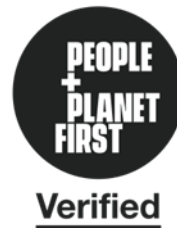
**The Chief Operations Officer (COO) is a newly created role in the leadership structure of SIS. The COO will report directly to the CEO, at times deputising for them, and will work closely with the Board and external stakeholders.**

The Chief Operations Officer oversees the operations of the SIS Group supporting the organisation's sustainability and achievement of its vision. This will include ensuring the operational effectiveness of all key SIS functions.

The COO will also be specifically responsible for the operations of the organisation's finance team, ensuring the CEO and the Board have the appropriate reporting information and financial insight to make informed business decisions.

Working very closely with the CEO, the COO will be expected to deputise for them when required and provide senior representation on behalf of SIS at meetings and events as required.

This is an enormously exciting opportunity to join a values led organisation and play a key role in ensuring its continued success, stability and sustainability.



# Role Responsibilities & Duties

There are 3 main areas that the COO will have responsibility for, these will include but are not limited to the following:

## Strategic Operations

- Ensuring that SIS's resources, policies and procedures are organised in the most efficient way to ensure the effective delivery of our strategy and sustainability.
- Leading the evolution of operational plans for key investment programmes (including SIS Ventures and the Social Growth Fund) to drive forward the achievement of investor objectives (both financial and impact).
- Supporting key stakeholder relationships, particularly with programme funders and partners, to ensure delivery of shared objectives and key targets.
- Leading on process and procedure review and implementation to ensure effective and efficient operations, with the support of heads of department.
- Instigating and leading key operational projects, including the operational aspects of the design and development of new programmes and funds.
- Leadership of other key operations of SIS (including finance, HR, IT and facilities management) including maintenance of key operational policies and procedures to ensure compliance with legislation and best practice (including Health and Safety; Fire; Business Continuity etc).

## Financial Management and Compliance

- Oversees the monthly management accounts process, ensuring these are done timely and accurately, and that teams are held accountable to the process and budget.
- Leads on annual budget and strategic budgeting, aligned to strategic action plan, for consideration by the Audit and Finance Committee.
- Oversight of the annual audit process, ensuring that financial statements comply with accounting policies and practices. • Oversees the financial control environment, making modifications and developments as required.
- Support the CEO in ensuring the financial sustainability of the organisation by developing clear and costed financial plan to meet organisation objectives, including ongoing cashflow management by providing regular information to CEO and Board.
- Ensures appropriate management of organisations cash balances to maximise return and minimise risk
- Provide the CEO with strategic financial advice as and when required.
- Supports investment team with effective capital planning.
- Responsible for ensuring compliance with tax and VAT requirements

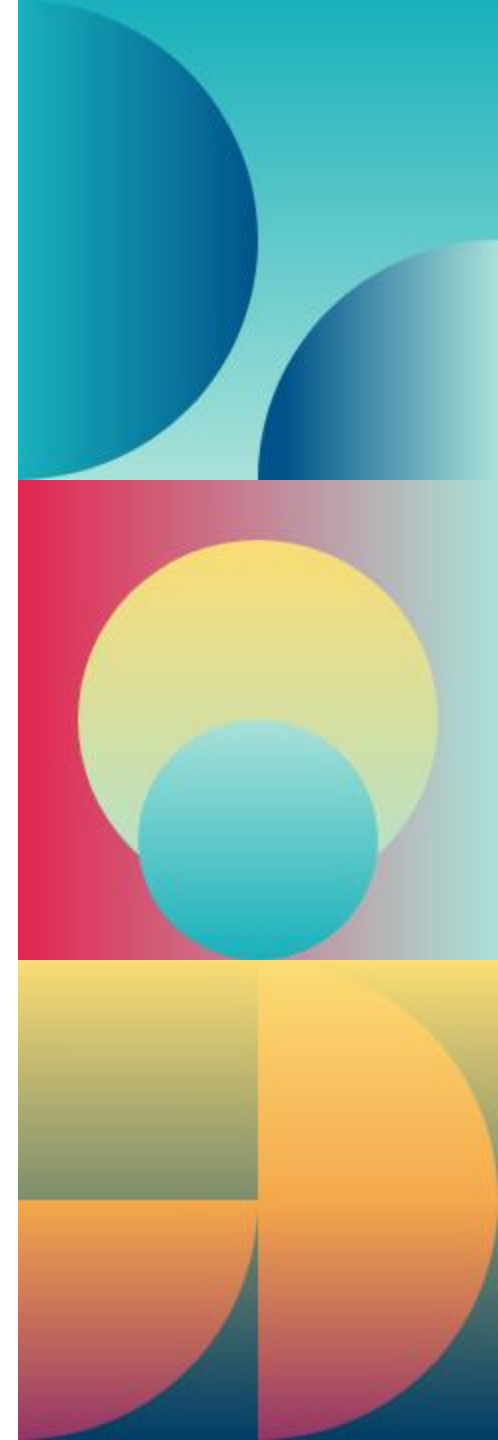


# Role Responsibilities & Duties ctd

There are 3 main areas that the COO will have responsibility for, these will include but are not limited to the following:

## Governance

- Supporting Board Members, Board Chair, other key board members and the CEO to ensure the effective operation of the organisation's governance including key board policies and procedures, board and committee meetings and terms of reference.
- Lead the co-ordination of board papers for SIS Group board meetings and supporting other heads of department with the preparation of relevant papers for subsidiary board and committee meetings.
- Leads on preparation of organisations risk register and ensures appropriate mitigating actions are in place.



# Person Specification

The ideal candidate will be a dynamic and experienced operational leader, with a passion for social change, values-based leadership, and a commitment to inclusive growth and impact.

## Knowledge

### Essential:

- Proven track record of leadership in an operational role within a values-led organisation (e.g., social enterprise, non-profit, or mission-driven business).
- Strong experience in operational management, including process optimisation, performance improvement, and compliance.
- Experience in strategy development and implementation at a senior level, with a focus on embedding values within strategic plans.
- Demonstrable success in managing teams, fostering inclusive cultures, and developing talent.
- Proven experience in partnership management, including strong stakeholder engagement and relationship-building skills.
- Professional qualifications in finance.

### Desirable:

- Experience working within the social investment or social finance sector.
- Knowledge of the social enterprise and charity landscape in Scotland.

## Skills & competencies

### Leadership and Vision:

- A values-led leader with the ability to inspire, influence, and drive change across the organisation.
- Strong decision-making skills, with the ability to balance operational efficiency with the social mission.

### Operational Excellence:

- Deep understanding of operational processes and a proven ability to optimise resources for maximum impact.
- Strong analytical and problem-solving skills, with a focus on continuous improvement.

### Cultural Sensitivity & Inclusion:

- Demonstrated commitment to inclusivity, equality, and social justice, with the ability to foster a diverse and inclusive work environment.

### Collaborative Approach:

- A team player who excels at working in partnership with internal teams and external stakeholders.
- Ability to manage conflict constructively and maintain strong relationships with a range of partners.

### Communication:

- Excellent written and verbal communication skills, with the ability to articulate the organisation's values and mission clearly and compellingly to a range of audiences.



# Terms of Appointment & How to Apply

**Saxton Bampfylde Ltd is acting as an employment agency advisor to Social Investment Scotland on this appointment.**

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **DBQEA**

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on **4<sup>th</sup> October**

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

## **GDPR personal data notice**

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric

data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

## **Due diligence**

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

**Location:** This role offers flexible working. Main office is 27 George Street, Edinburgh

**Salary:** The expected salary for this role will be **£85,000**.

