



## **About MeWe 360:**

**MeWe360** (MeWe) provides bespoke networking, mentoring, consultancy and investment support to entrepreneurs in the arts and creative industries.

We are at a pivotal moment in our history and are keen to move to a self-sustaining model in the near future. We are looking for a Chief Operating Officer who can join the team on this journey. Someone with the necessary expertise and passion to help us achieve our long-term ambitions of growth and sustainability.

To apply for this position:

Please send through your current CV and a Covering Letter outlining your experiences and suitability for this role. Each document not to exceed 2 A4 single sided pages.

**EXTENDED Deadline - 5pm Tuesday 16<sup>TH</sup> April 2019**

Email: [Phoebe.martin@mewe360.com](mailto:Phoebe.martin@mewe360.com)

Subject line: **Chief Operating Officer**

Successful candidates will be contacted within 7 days after the deadline.

**For further information please visit:**

[www.mewe360.com](http://www.mewe360.com)

## ROLE PROFILE

<b>Role title</b>	Chief Operating Officer MeWe 360
<b>Reports to</b>	Chief Executive
<b>Duration</b>	Fixed term contract: 12 months initially
<b>Hours</b>	40 hours per week worked between 7am and 10pm, with occasional early mornings, late evenings and weekends as required by client demands
<b>Location</b>	Soho, London
<b>Company</b>	MeWe 360
<b>Salary</b>	Circa £55,000 (subject to experience)
<b>Deadline</b>	5pm Tuesday 16 <sup>th</sup> April 2019
<b>Application</b>	<p><a href="mailto:Phoebe.martin@mewe360.com">Phoebe.martin@mewe360.com</a> using the subject line <b>Chief Operating Officer</b></p> <p>Please send through your current CV and a Covering Letter outlining your experiences and suitability for this role. Each document not to exceed 2 A4 single sided pages.</p>
<b>Purpose</b>	The Chief Operating Officer will work in close partnership and act as 'right hand person' to the Chief Executive, providing leadership and ensuring that internal governance, planning, policies and systems enhance MeWe's capability, capacity and sustainability. The post-holder will be expected to work with internal and external stakeholders to help shape the future direction of MeWe ensuring that it is delivering for its members and wider stakeholders
<b>Role description</b>	<p><b>This is not an exhaustive list of responsibilities and just gives you the main accountabilities. The core objectives will be agreed on starting between the role holder and CEO.</b></p> <p><b>1. Strategy &amp; Leadership</b></p> <p>The Post-holder will undertake the following duties in conjunction with the Chief Executive:</p> <ul style="list-style-type: none"> <li>• Deputise for the Chief Executive during periods of absence, and in relation to specific matters, issues or elements of MeWe operation as delegated from time to time by the Chief Executive, ensuring a consistency of approach and decisions which align with the MeWe's objectives</li> <li>• Developing the Strategic Plan and formulating new policies</li> <li>• Maximising income generation opportunities to ensure the financial sustainability of the organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>• To assess and mitigate any risks relating to all activities carried out by MeWe, in accordance with legal obligations and good practice.</li> <li>• Develop and implement marketing and sales strategy for trading activities</li> <li>• Establishing / maintaining the brand values of MeWe.</li> <li>• Drafting of strategic documents and presentations</li> </ul> <p><b>2. Financial management (working with Finance Director)</b></p> <ul style="list-style-type: none"> <li>• Produce management reports and provide analysis.</li> <li>• Act as book-keeper to MeWe and its related companies.</li> <li>• Monitor annual budgets, develop financial strategies which comply with charity and company legislation.</li> <li>• Ensure that all agreed financial controls and procedures are kept up to date, are well understood and are complied with.</li> </ul> <p><b>3. HR / Management of staff and volunteers (working with Operations Manager)</b></p> <ul style="list-style-type: none"> <li>• Lead the HR and people management functions of the organisation.</li> <li>• To ensure that the recruitment and deployment of staff and volunteers is carried out effectively and efficiently in accordance with MeWe's personnel practice.</li> <li>• To ensure the overall effective induction, management and supervision of the staff, volunteers and freelancers, ensuring that they have clear outcome focussed targets and work plans.</li> <li>• To line manage and develop the Senior Management Team, ensuring that responsibilities are clearly understood and undertaken.</li> </ul> <p><b>4. Legal</b></p> <ul style="list-style-type: none"> <li>• Oversee and manage all legal and regulatory reporting required including from Companies House, HMRC, funders etc.</li> <li>• Oversee and manage all MeWe contracting / legal agreements e.g. leases, hire agreements, service contracts to ensure they are complied with and offer best value.</li> </ul> <p><b>Line Management responsibilities will be agreed before final appointment and will depend on the prospective role holder's experience.</b></p> <p>We believe that this role may only suit someone who is able to travel to Central London in an hour or less, although we would be happy to receive strong applications from others who can show how they would manage the requirements of the role.</p>
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	<p>5. Facilities Management &amp; Hire</p> <ul style="list-style-type: none"> <li>• Optimising the utilisation of our buildings, through desk rentals and events.</li> <li>• Ensuring the smooth running of the buildings' operations and infrastructure</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of effective leadership, strategic planning and management of change</li> <li>• Demonstrable track record in generating income</li> <li>• Significant experience of marketing services and products through both traditional and new media outlets.</li> <li>• Substantial experience of relationship building and collaborative partnership</li> <li>• Demonstrable track record of managing and monitoring performance to meet organisational objectives and delivery of quality services</li> <li>• Demonstrable experience of budget management, including creating and monitoring business plans.</li> <li>• To be able to relate to and influence the creative community</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to lead and manage a team successfully with a focus on both development and delegation</li> <li>• Financial and commercial awareness and a strong analytical mind</li> <li>• Experience of managing procurement processes in a cost-effective way</li> <li>• Ability to identify opportunities of policy change and the potential impact on the organisation's beneficiaries</li> <li>• Ability to be an excellent ambassador for the organisation building strong relationships with existing and new contacts</li> <li>• Excellent communication skills with the ability to articulate and present ideas clearly, coherently and emotively</li> <li>• Knowledge of the legal framework within which a not-for-profit organisation operates</li> <li>• Ability to be self-servicing including proficient use of Microsoft IT package and customer relationship databases</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to work for significant periods alone or in a small team where social interaction is at times limited.</li> <li>• Resilience to change course and adapt priorities as needed by the business.</li> <li>• Ability to think, act and communicate strategically and creatively</li> <li>• A natural negotiator with the ability to influence at all levels</li> <li>• Enjoys working in entrepreneurial, start-up environment. Understands that this may mean doing what is needed to get the outcome, even if not within their own role.</li> </ul>