



Operations Manager

📅 1 Start Date	@Oct 19, 2020
📍 2 Location	Remote
👤 3 Reports to	Director of Operations
👤 4 Key Relationships	Program Managers; Operations Manager
📄 5 Type	Part Time - Fixed Term Contract (3 Days a Week)
💷 6 Day Rate	£120 - £137 dependent on experience
📌 Status	Open

Role Purpose

The Operations Manager ensures the efficient running of internal Foundervine business processes, boosting our ability to consistently and continuously deliver value to our community in a structured way. You will be supporting the business in achieving the vision set out in our Target Operating Model by helping redefine and develop our business processes.

Objectives:

1. Boosting the productivity of team members through the implementation of new tools and training
2. Tracking, monitoring internal projects and ensuring team accountability
3. Development and maintenance of internal policies and procedures
4. Using data intelligently to inform the organisation on progress and highlight trends

Tasks and Responsibilities

- Oversee Foundervine's data compliance, maintaining a data-led approach to organisational delivery across the organisation and monitoring business activities

- Report to senior management and the wider team on key numbers and metrics
- Report on the status of alignment to the Target Operating Model
- Regularly produce business forecasts and estimates for the Board of Directors
- Lead on the development, implementation and review of key business processes
- Support our People function – shaping people strategy, implementing training programs and ensuring the effective management of an agile working environment
- Nurture a motivated, productive and high-performing team. Work with external specialists and relevant team members to devise and deliver business transformation
- Lead the input of project-specific data to support new funding bids and opportunities, including the preparation of documents
- Ensure compliance with Foundervine guidelines on the requirements on Data Protection, Safeguarding, Health and Safety and other policies
- Ensure Foundervine adopts best practice in its Governance practices and policies
- Embed Foundervine's values throughout all aspects of its operations
- Lead on the identification and improvement or removal of wasteful processes

Competencies

- **Operations Management:** Strong operations management capability demonstrated through extensive previous and current industry roles
- **Strategic Thinking and Planning:** Ability to develop, implement and review key business processes
- **Communicating and Influencing:** Excellent interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal customers and stakeholders from different countries and cultures

- **Delivering Results:** Dynamic self-starter and able to work independently, with own initiative to achieve agreed aims and objectives and find creative solutions to problems
- **Collaborative:** Ability to build consensus and relationships among managers, partners, and team members
- **Cultural Sensitivity:** Adaptable and sensitive to work in different cultural contexts
- **Time Management:** Ability to work under pressure and meet strict deadlines
- **Leadership and Management:** Leading by example, setting direction and supporting colleagues

Behaviours

- Ability to lead on embedding and demonstrating Foundervine's values (see below)
- Flexibility to work outside of standard working hours as required
- Able to proactively manage own wellbeing and the challenges of remote working

Benefits

- Volunteer / attend events such as major conferences, awards events, exclusive webinars etc.
- Opportunity to be part of a founding team of a forward-thinking, community-led brand
- Continuous investment in your well-being and career growth
- International engagement opportunities - particularly sub-Saharan Africa
- In-house and external training opportunities available throughout the year.
- Peer Recognition Scheme
- Book and Resource Allowance
- Travel Allowance

To Apply

To apply please upload your CV and a covering letter (both of which should be no more than two sides of A4) to our portal answering the following questions:

1. What attracted you to apply for this role?
2. Why would you be an excellent Operations Manager for Foundervine?

Please use no more than 800 words total for your covering letter.

Upload your application to the portal by **midday on Tuesday 6th October 2020.**

Applicants are accepted on a rolling basis. First round interviews will be held during the week commencing 19th October 2020, Depending on the outcomes of the first interviews, we will hold second round interviews the same week.

Unfortunately due to our limited capacity, we are unable to provide feedback to candidates not shortlisted for interview.

Apply here

Foundervine is committed to eliminating discrimination and actively encouraging diversity amongst our workforce by developing a staff team that mirrors the rich diversity found in our member population. We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability.

Introduction to Foundervine

Across the UK, the digital technology sector is thriving. In London in particular, tech grows at more than two times the national average, contributing £184bn to the British economy.

Despite this, the sector can feel out of reach for many. Our work exists because we see a digital technology ecosystem that feels out of reach for many diverse communities - particularly women and those from minority backgrounds.

Foundervine is an award-winning social enterprise specialising in start-up and scale-up acceleration programs. Since launching in 2018, Foundervine has

helped over 2,000 future leaders create, test, sustain and develop entrepreneurial ventures.

We were founded by technologists and professionals who believe in a fairer start-up ecosystem. Frustrated by a lack of diversity, we're on a mission to remove the social barriers to entrepreneurship and build the greatest network of digitally enabled businesses in the world.

Our unique approach to supporting future founders actively involves enabling companies, both public and private, big and small, to utilise their talent in supporting social change. We believe that companies of the future will not be measured by the value of their assets, but on the impact of their activities on communities. We are proud to partner with world-leading companies to run start-up and scale-up acceleration programs that build the talent pipeline globally.

Delivery of high-impact programs is our top priority. Our key measure of success is the proportion of participants who achieve a positive outcome - in particular, continuing digital education, self-employment and digital careers.

Our Vision

Foundervine supports future leaders around the world on a journey to unlocking their entrepreneurial potential. By building the pipeline of diverse talent in industry, we aim to encourage organisations and business leaders to invest in inclusive entrepreneurship, recognising the digital leaders of tomorrow.

Our Mission

We are on a mission to remove the social barriers to entrepreneurship and build the greatest network of digitally enabled businesses in the world. We do this by helping diverse founders globally start up from scratch

Our Key Aims

Access: We increase access to entrepreneurship and social entrepreneurship for diverse founders.

Acceleration: We increase opportunities for diverse founders, including providing access to networks, high-impact learning opportunities and investment-readiness support.

Advocacy:

We act as a voice for underestimated entrepreneurs primarily in the UK and beyond.

Our Culture and Values

The entire Foundervine team ensures that Foundervine is influenced, both in the way it operates internally and how it engages with its beneficiaries, clients and supporters, by the following values:

Values

- We're inclusive in how we grow ideas
- We bring the fun into start-ups
- We're authentic
- We nurture networks
- Our doors are open
- We are impact driven
- We're global in our mindset

Job Applicant Privacy Notice

As part of any recruitment process, Foundervine collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet our data protection obligations.

What information does Foundervine collect?

Foundervine collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK;

Foundervine collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Foundervine will also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

Foundervine need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, Foundervine need to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

Foundervine has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. Foundervine may also need to process data from job applicants to respond to and defend against legal claims.

For some roles, Foundervine is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment. Foundervine will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the recruiting team and interviewers involved in the recruitment process. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. Foundervine will then share your data with former employers to obtain references for you. Foundervine will not transfer your data outside the European Economic Area.

How does Foundervine protect data?

Foundervine takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Foundervine keep data?

If your application for employment is unsuccessful, Foundervine will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.