



GET FURTHER

Getting students ahead in further education

DIRECTOR OF OPERATIONS

Without GCSE English and maths, young people are more likely to drop out of education and are locked out of many university courses, apprenticeships and key professions. This is a huge challenge for social mobility in our country.

We want to change this story. Get Further is the first charity dedicated to providing free, innovative catch-up tuition to young people who missed out on gateway English and maths GCSEs at school. Our tuition is delivered by subject-specialist graduates, who are trained by expert English and maths teachers.

We know that having a tutor can help to close gaps in education – but too often, this is out of reach for young people from disadvantaged backgrounds studying in further education. With the disruption to education from COVID-19, now, more than ever, many students are in need of extra help to address the learning they have lost. This year, we are expanding our programmes, so that we can support more students to get back on track in education and have greater opportunities for progression in their chosen career.

To help more students **get further**, we are seeking a Director of Operations. The Director of Operations will be a core member of the leadership team and right hand (wo)man to the CEO. Along with the CEO, they will be responsible for Get Further achieving its ambitious goals, and for ensuring its business operations fully support programme delivery.

- Location:** Our main office is in London. We support remote working and also recognise the importance of staff meeting in person for work and social purposes and aim to find a happy balance between the two.
- Hours:** Full-time or part-time (min 4 days/wk). We can discuss flexible working patterns as needed.
- Duration:** Permanent
- Salary:** £49,000-55,000 pro rata, including London weighting
- Start date:** As soon as possible

Role Description

We are looking for a talented leader who is ready to wear many hats and help shepherd an ambitious and mission-driven organisation through a period of rapid growth and consolidation. You will be a core member of the executive leadership team, working alongside the CEO and the leaders of our programmes. You will have direct exposure to the Board of Trustees and the opportunity to fundamentally shape the organisation and its direction.

The Director of Operations is responsible for all aspects of business operations, including finance, HR, legal and governance. You will also play a leadership role in the overall direction of the organisation and work with the programmes team on programme operations, including how the programmes are delivered and what systems, processes, or ways of working need to be in place for the organisation to succeed.

Get Further was founded in 2018, after winning the Teach First Innovation Award – a nationwide competition to find the best new ideas to tackle education inequality. This role is a fantastic opportunity for someone who is passionate about improving social mobility and tackling educational inequality. It will be of particular interest to someone with or wanting to gain senior leadership experience in the education and charity sectors. As a fast-growing organisation, there is a lot of scope for you to make your mark on the organisation and be directly responsible for its success.



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Main Duties and Responsibilities

As Director of Operations, you will be responsible for ensuring that Get Further achieves these core outcomes:

Financial:

- Get Further’s executive leadership and trustees have a clear and actionable understanding of the organisation’s financial situation, and uses this to support decision-making
- Get Further has financial controls, systems and processes such that the leadership retains full oversight of its income and spend and the organisation meets all statutory requirements

People:

- Along with the wider leadership team, ensuring that Get Further has the culture, working environment and professional development opportunities to ensure a thriving workforce that is well equipped to deliver high quality programmes
- Get Further has the internal HR systems and processes to manage the employment of a high-quality central staff and distributed tutor workforce

Organisational growth and delivery:

- Get Further has the systems, processes and ways of working across our business operations and programme delivery to enable the team to deliver now and in the future, and that we proactively make improvements that will lead to greater efficiency or efficacy

Statutory:

- Get Further meets all statutory requirements, including expectations of the Charity Commission, Companies House, HMRC, GDPR and others

External relationships:

- Ensuring that our external business relationships, e.g. with our accountants, payroll providers, HR and legal experts, are managed in such a way as to maximise their long-term value to Get Further

Person Specification

The ideal candidate will have a genuine interest in working in the charity sector. Experience in a leadership role in a fast-growing organisation is highly desirable.

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Commitment to Get Further’s mission and values, and passionate about tackling educational inequality • Strong generalist understanding of finance, HR and governance, with the ability to learn quickly and bring in relevant expertise as needed • Talented leader with high personal standards for delivery and ability to motivate and inspire the wider team • Skilled at building relationships with a number of stakeholders from board level to junior team members • Able to lead through ambiguity • Able to multi-task and prioritise effectively • Excellent spoken and written English language skills 	<ul style="list-style-type: none"> • Experience, interest in or commitment to a career in the charity sector • Leadership/line management experience • Specialist understanding of either HR or finance • Experience working with and/or project managing the development of an integrated CRM – we are currently in the process of moving some of our working processes to Salesforce • Understanding of GDPR expectations



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Our Team

Our central team comprises some 14 members, all motivated to reduce educational advantage and ensure young people get the gateway qualifications they need to succeed. Our main office is in Notting Dale, London, although we also have team members based in Yorkshire and elsewhere. We share our office with [Ark](#) and its [ventures](#) and enjoy the perks of unlimited tea, coffee and free fruit.

How to Apply

Your application must include **both** a CV of no more than 2 sides of A4 and a covering letter of no more than 1 side of A4. Your covering letter should highlight your interest in Get Further and your motivation for undertaking this role, as well as any specific experience or strengths that you will bring. Please detail your relevant experience, ensuring this is in line with the above role description / person specification. Please also detail your preferred start date.

Please send your application to applications@getfurther.org.uk with the subject Director of Operations by **9am on October 25th**. Suitable candidates may be contacted ahead of the closing date and incomplete applications will not be processed. Online interviews will be held starting from w/c 25th October.

This is a UK-based post and **applicants must be living in and have the right to work the UK**; if applicable please detail your visa status in your covering email.

Equality and diversity matter to us. If you think you'd be suited to one of our roles we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Get Further is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010.

OUR SUPPORTERS

CREDIT SUISSE

TeachFirst

Ark



THE YOUNG FOUNDATION

SHACKLETON FOUNDATION