



## **CHIEF OPERATING OFFICER (FULL TIME)**

Evergreen Care Bexley is seeking a Chief Operating Officer to have overall responsibility for the management of Evergreen Care. They will work in partnership with the Chief Executive Officer (CEO) and other members of the Administrative and Operational teams to design and implement business strategies, plans and procedures and will report to the Trustees.

The role would be to assist in the formulation of strategic plans and the development of services in line with those plans, together with any agreed KPIs. They will be required to submit reports to the CEO and the Trustees, keep abreast of changes in charity law, data protection, voluntary sector rules and regulations. They will be responsible for ensuring the financial resources are managed effectively and ensure that the Charity has the appropriate policies and practices in place.

The person appointed to this post will be passionate about the concerns and needs of older and vulnerable people within the local community. Evergreen Care Bexley is based on a Christian model of care. Consequently, the role holder will be encouraged to participate in occasional Prayer-Times, where possible.

The role holder will be required to demonstrate the following:

- A degree level of education (or equivalent) in Business Administration or Business Management or related field or work experience demonstrating this level of ability.
- Experience in a similar senior role
- Proven financial and operational management skills
- Excellent leadership skills and strategic thinking

- Experience of developing and leading the implementation of a mid to long-term strategic plan
- A detailed understanding of charity finances and the legal and constitutional responsibilities of the organisation

They will also require to hold a driving licence and have use of their own car.

Deadline for applications: 29<sup>th</sup> January 2021

Start date: ASAP

If you would like to have an informal discussion about the post please contact  
Peter Kot (CEO) Tel: 01322 431765

For an application pack please contact the office on:

[info@evergreencarebexley.org](mailto:info@evergreencarebexley.org)

Evergreen Care Bexley is a **Living Wage** and Equal Opportunities employer