

<b>Vacancy:</b>	Head of Operations and Finance
<b>Organisation:</b>	New Local
<b>Contract:</b>	Full-time, permanent (pro-rata 3 or 4 days per week will be considered)
<b>Salary:</b>	£60,000 or more for an exceptional candidate
<b>Location:</b>	New Local operates a 'work anywhere' policy but provides office workspace in London for those who require it. Applicants must have the right to work in the UK and be resident in the UK.

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## **Our organisation and purpose**

New Local is a think tank and network working to transform public services and unlock community power.

We publish research, lead peer learning within our network of 50-plus local authorities, influence government and work directly with public sector organisations. We support local practice and make connections with national policy, catalysing innovation and new ways of working in the context of rising demand, constrained funding and declining trust.

At the heart of our work is 'community power' - the principle that communities themselves have strong insights into their own circumstances and should be able to participate in shaping the places they live in and the services they use. We believe that active, empowered communities should be at the heart of a wider shift towards place-based public services and a system focused on prevention, which can lead to better outcomes and a more sustainable system for all.

## **The role**

We are seeking a Head of Operations and Finance, which is an essential role to ensure we have the organisational foundations in place to support our wide-ranging activity and projects. This is an exciting opportunity to work at the heart of a dynamic organisation with big ambitions and to support our team to thrive.

The Head of Operations and Finance role will oversee our systems and procedures to ensure good operating practice and overall organisational health. The postholder will report to the Chief Executive.

Your job will include:

- **Operational management:** ensuring effective systems, administration and procedures are in place to enable the smooth day-to-day running of the organisation.
- **Financial management:** implementing robust financial systems and playing a key role in managing budgets, forecasting and reporting.
- **HR, organisational policies and recruitment:** consulting with external professionals to ensure comprehensive processes are in place and compliant to support our activities.
- **Governance management:** working closely with the Chair and CEO to ensure good board practice.
- **Strategic leadership:** actively contributing to shaping the strategic direction of the organisation.

- **Business development:** working collaboratively with and supporting the team to further our commercial practice.
- **And more...** As part of a small, friendly and informal organisation you'll have the opportunity to participate in other activities and support the wider development and delivery of New Local's vision and strategy.

## The candidate

Our ideal candidate will be:

- **A warm connector**, someone who is able to build strong, supportive relationships with individuals and teams inside and outside the organisation.
- **An excellent communicator**, who can bring people together around a topic – verbally and in writing about the work they are delivering, and the tasks they are undertaking.
- **A keen planner**, whose strategic understanding, project management skills and attention-to-detail are able to keep projects timely and impactful.
- **Entrepreneurial**, someone who likes new opportunities and is comfortable supporting business development.
- **Someone who is able to prioritise**, who is comfortable working across a variety of projects and to different deadlines.
- **Driven by achieving positive change**, both in terms of improving our own work and achieving New Local's broader societal goals.
- **A collaborative and supportive colleague**, able to work in a highly creative environment that encourages excellence from all members of the team.

## The organisation

New Local currently has a team of 15 staff. New Local operates a 'work anywhere' policy but provides office space in London for those who require it.

We make every effort to live up to our four core values of being purposeful (i.e. focused on community power), adventurous, supportive towards colleagues and partners, and delivering excellence.

We offer a variety of benefits listed in the job description and a minimum of 27 days' holiday a year and ten days holiday over Christmas/New Year.

**Wellbeing:** New Local is committed to staff wellbeing. Working long and late hours is actively discouraged and all staff at New Local are committed to creating a pleasant, friendly and supportive environment in which to work.

**Diversity:** New Local is committed to being an equal opportunities employer. We don't just 'value diversity', we think it is central to what makes for a high impact, successful organisation. We positively encourage everyone to apply. In order to monitor equal opportunities, we ask that the Equal Opportunities Monitoring Form below is completed (this is entirely at the applicant's discretion). The collecting of this data is part of our diversity strategy, to understand how we can improve equal opportunities for external applicants to New Local. All information gathered will be anonymised and then destroyed after 6 months, after which only aggregate data will be held. Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

- Equal Opportunities Monitoring Form

## **How to apply**

Please email to [recruitment@newlocal.org.uk](mailto:recruitment@newlocal.org.uk) your:

- Cover letter (demonstrating, with examples, how you meet the criteria in the job description and where you heard about this role)
- CV
- Completed Equal Opportunities Monitoring Form (if you wish) N.B. all equal opportunities forms will be separated from the application.

If you require any help applying for this role or taking part in the recruitment process, then do not hesitate to contact Katy Evans, our Operations Manager, at [recruitment@newlocal.org.uk](mailto:recruitment@newlocal.org.uk).

NB: Please only send recruitment materials to [recruitment@newlocal.org.uk](mailto:recruitment@newlocal.org.uk)

## **Recruitment timeline**

Post advertised	Monday 17 February 2025
Deadline for applications	Monday 17 March 2025 at 9am
Candidates contacted for interview by	Wednesday 26 March 2025
Interviews 1 <sup>st</sup> round, via Zoom	Tuesday 1 April / Wednesday 2 April 2025
Start date	To be agreed, at earliest convenience

***If you are unable to attend interview(s) on this / these date(s), please let us know when you apply.***

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**Probation and Notice:** This role is subject to a six-month probationary period and a three-month notice period.

**Data Protection:** New Local will process and store your personal information (this means any information that identifies or could identify you) for the purposes of recruitment, for a period of up to six months after the closing date, after which it will be securely disposed. For more information, please refer to our **Job Applicant Privacy Notice**.