



Director of Operations Application Pack

www.stem4.org.uk



0203 750 3111
bamboofundraising.co.uk

Introduction from our CEO

Thank you for taking the time to consider applying to be stem4's new Director of Operations. I am so proud of everything we have achieved so far, but there is so much more to do. You will be joining us at a pivotal and exciting moment in our journey.

In 2011 I worked with a local school where a teenager had died after battling an eating disorder. As a consultant clinical psychologist, I recognised the need for an organisation that could provide accurate, user-friendly psycho-education to young people, their families and carers, and schools in order to encourage early awareness, signposting to early intervention, and prevention.

Fast-forward 10 years and our 4 evidence-based, mental health apps have been downloaded over 2,500,000 times across 197 countries & territories, our work has won 10 international awards, we have worked with 630 schools across the UK and our portfolio of programmes reaches 100,000 children and young people every year.

Having achieved all of the objectives in our previous strategic plan, we are now looking to the future. The COVID-19 pandemic has highlighted the acute need for our programmes and recruiting this post is part of a process to ensure that we are able so sustainably consolidate and manage our tremendous rate of growth and that we continue to expand the depth and breadth of programmes that we offer.

Over the next five years we will look to:

- Extend the reach and market penetration of existing products.
- Increase our offering across all of our audiences; young people, their parents & carers, and schools & health professionals. With a core focus on the most vulnerable groups.
- Consolidate, develop and expand our core work.
- Focus on enhancing mental well-being.
- Build technological capacity by establishing a business arm to the charity.

This appointment is an exciting opportunity for someone who has a commitment to improving the mental health and wellbeing of young people. You will help develop our incredible team, marshal our considerable networks and resources and help drive forward our ambitious plans for the future.

I hope you enjoy discovering more about our work and that you're inspired to make an application.

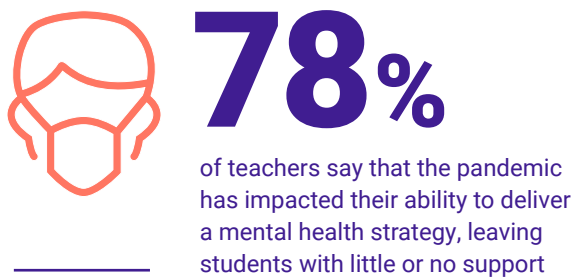
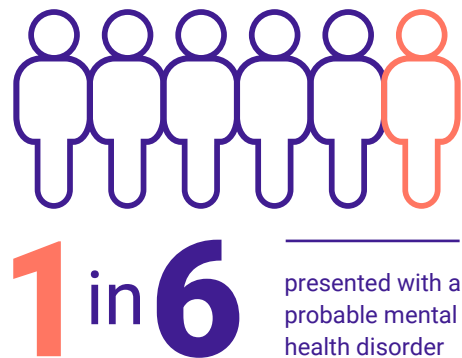
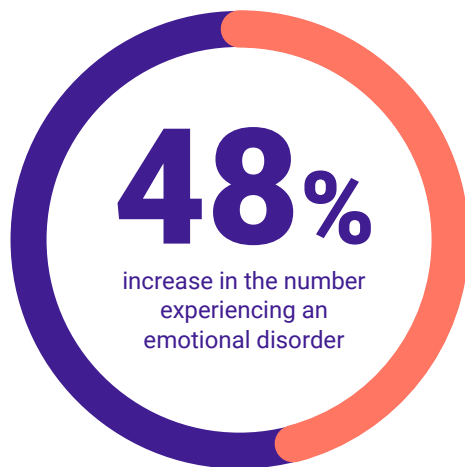
I look forward to meeting you.

Dr Nihara Krause
Founder & CEO



The Need

Young People & Children in the UK



The Work

Apps



Calm Harm is a free app to help teenagers manage or resist the urge to self-harm



Clear Fear is a free app to help children and young people manage symptoms of anxiety.



Move Mood is a free app to help teenagers manage low mood and depression.



Combined Minds is a free app to help families and friends provide mental health support.

Education



Head Ed is a new free teaching resource covering the mental health aspects of secondary school PSHE including stress, anxiety, depression and resilience.



Head Ed Light is a free online educational resource for students to learn about mental health topics independently.



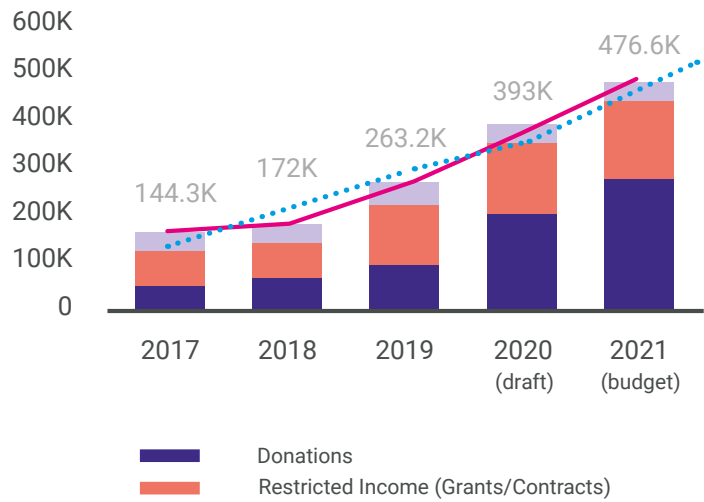
Conferences offer students, parents & carers, education professionals, school nurses and GPs the opportunity to network, learn and gain insight into the latest developments around young people's mental wellbeing.

Impact

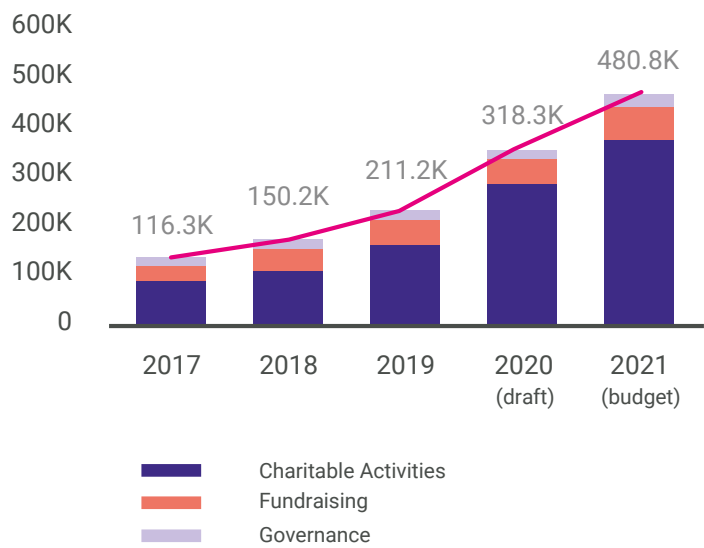


The Financials

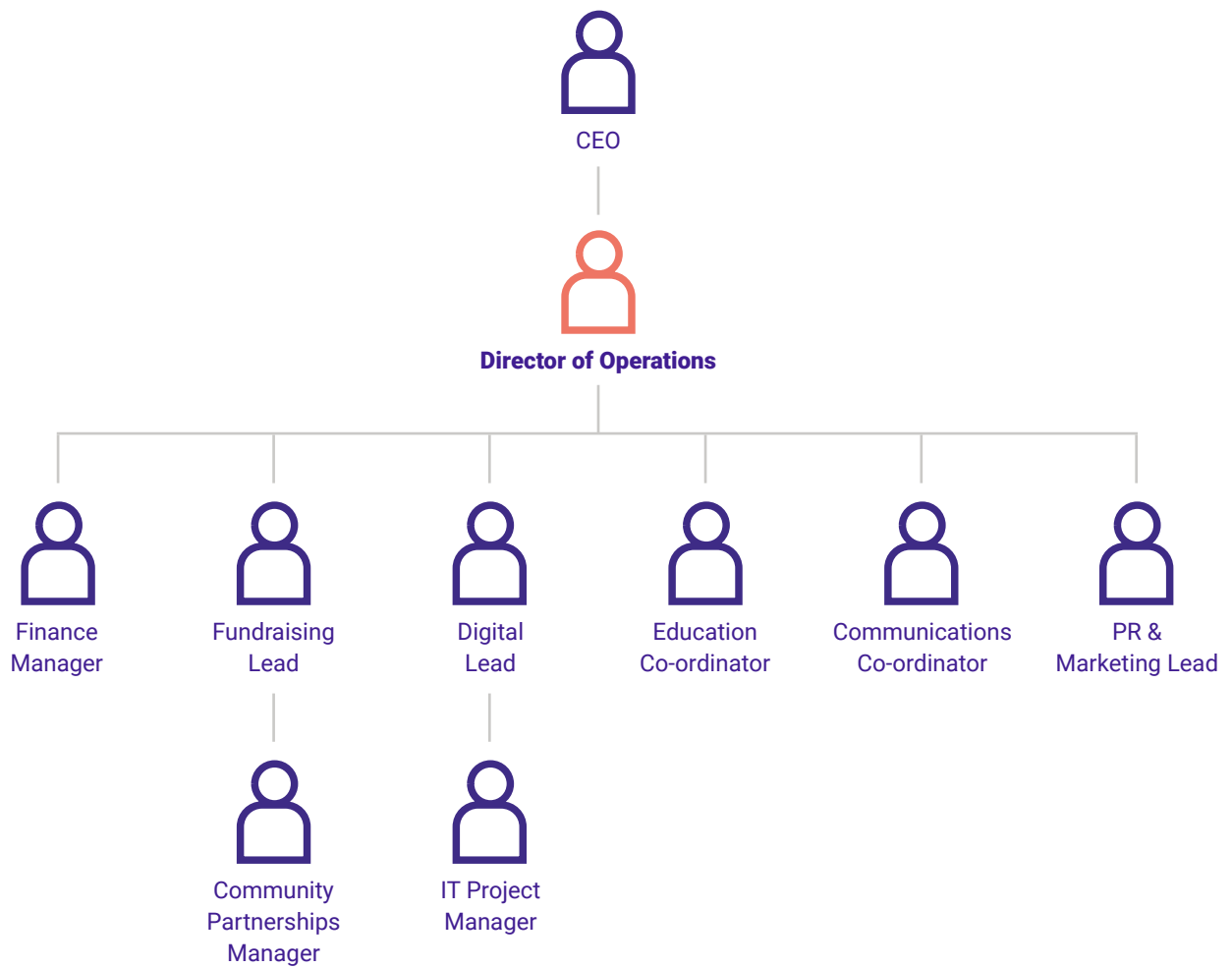
Income (£)



Expenditure (£)



The Team



The Role

Title: **Director of Operations**

Salary: **£65,000**

Contract: **Full-time or part-time
(min. 21 hours p/w)**

Reports To: **Chief Executive Officer**

We are seeking a senior operations specialist who can work with the CEO to consolidate our considerable growth and build capacity to continue on that trajectory. Leading our talented team, you will help build out the systems, processes and business plans that will allow us to fully capitalise on the increasing number of growth opportunities coming our way and provide a robust foundation for our ambitious 5-year strategy.

We are investing in this new role as we seek to consolidate the growth and exposure attained in our start-up phase and build organisational capacity for rapid and sustained growth. The board and CEO are immensely proud of stem4's achievements to date, but know that there is always room for improvement and you will have 100% support in introducing new ideas and ways of working.

The Responsibilities

- Evolve governance and management systems that support the efficient operation of the charity, relationship management of key stakeholders and the achievement of strategic objectives.
- Oversee the effective day-to-day management of the staff team and the systems that support it.
- Support the fundraising team in implementing the resources and systems needed to capitalise on emerging opportunities.
- Oversee financial operations, management and reporting to the board and funders.
- Management of contracts with external suppliers and monitoring of delivery against them.
- Support the Safeguarding Lead in the continued management and evolution of relevant safeguarding policies and processes.
- Ensure the effective management of premises, facilities, equipment and resources.
- Produce reports and presentations as required.
- Work with the board and CEO to foresee potential challenges that would negatively impact on the achievement of objectives and devise solutions to mitigate them.
- Ensure compliance with legislation and management of policies relevant to the role, including quality, safeguarding, health and safety, data protection and financial probity.

The above list is illustrative and not exhaustive. As the charity continues to grow, the role will continue to evolve and you will need to perform different tasks as necessary to achieve the charity's overall objectives.

The Specification

Building a representative, inclusive team with a wide breadth of experience is core to our values and we have found that exhaustive person specifications paint people into boxes and limit diversity.

We are seeking people who:



The Application

Applications for this role should include a full CV and a supporting statement (of no more than two pages) that highlight the reason for your interest in this post, how your experience matches what we're looking for, and what you think you could bring to the team.

stem4 is being supported in this search by Bamboo Fundraising Recruitment.

Please contact our retained consultant **Graham Drew** on **0203 750 3111** or **graham@bamboofundraising.co.uk** to discuss the role in more detail.