



POSITION PROFILE

Chief Operating Officer



The Organisation	3
The Opportunity	4
Preferred Candidate Background.....	6
Remuneration & The Recruitment Process.....	7





Kids Operating Room saves children's lives in the world's poorest countries.

More children die every year from surgically treatable injuries than from malaria, HIV and TB combined. A reality we are working hard to change. We work in countries where demand is overwhelming. Working directly with local surgeons and their teams to create fully equipped Operating Rooms for children. Enabling those teams to use their dedication and talents to treat greater numbers of children, transforming lives one operation at a time.

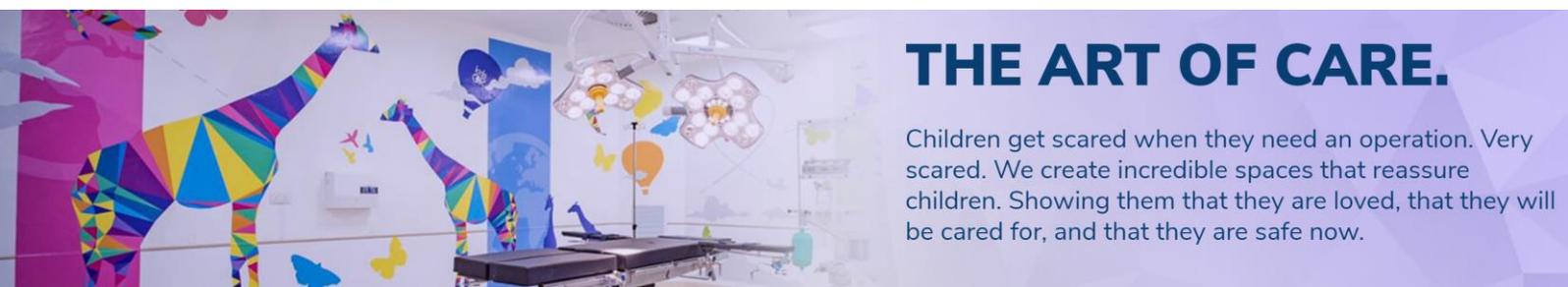
Everything needed for the Operating Room is then shipped from our warehouse in Dundee to the hospital. This includes our iconic Kids Operating Room artwork to go on the walls. A specialist engineer from our Nairobi office also follows to install the Operating Room, check the equipment and hand over to the surgical team. Once the installation is finished, we employ a local data collector and continue to offer any support needed with maintenance or replacement parts.

Our Mission:

- Provide dedicated, specialist facilities and equipment for children's surgery in low resource settings.
- Support existing surgical teams to deliver safe surgery for children.
- Monitor, collate and understand our impact on surgical outcomes.
- Advocate on the global plight of children denied access to safe surgery.

Founded by Garreth and Nicola Wood, Kids Operating Room's turnover is currently in the region of £5m per annum, with approximately 25 employees split across Edinburgh (Head Office), Dundee and Nairobi. The majority of our work is currently focused in Africa and Latin America, with plans in place to expand to South East Asia in the near future. With 48 Operating Rooms already built, 10 more being shipped this year and an initial 120 planned for Africa alone, we have no plans to slow down.

Our ambition is to double in size in the next three years, giving us capacity to build towards at least 500 Operating Rooms around the world within 10 years.



THE ART OF CARE.

Children get scared when they need an operation. Very scared. We create incredible spaces that reassure children. Showing them that they are loved, that they will be cared for, and that they are safe now.



Kids Operating Room is now looking to appoint an experienced Chief Operating Officer (COO), to be based at our Head Office, who will work closely with Chief Executive, David Cunningham, to successfully manage the day-to-day operations and administration of the charity.

The role will manage the existing Directors and directly run the Finance and Administration teams. The chosen individual must be able to demonstrate collaborative leadership and seek to implement a collaborative workplace within the charity.

The COO will take responsibility for a diverse business operation with teams based in Edinburgh, Dundee and Nairobi and with staff located elsewhere in the UK and overseas too.

Key priorities for the role include:

- The design, implementation and maintenance of effective systems and organisational structures that enable the smooth operation of the charity's business whilst also supporting further growth in both our income and activities
- The effective implementation, and ongoing monitoring, of appropriate policies and procedures that ensure the safe and successful delivery of our work. Improve and maintain reporting mechanisms to allow the CEO, Chair and Board to have access to the most accurate and up-to-date data in relation to our impact
- Providing strategic and operational leadership to core business functions including Finance, HR, IT, Fundraising and Administration to ensure the successful delivery of organisational objectives
- Building, embedding and maintaining an inclusive, diverse and positive culture, where staff and volunteers feel valued and have a clear understanding of their roles and contribution to our ongoing success and growth
- Ensuring we continue to work closely with partners and hospitals across the world to deliver on our vision for a world where every child has equal access to safe surgery

Key Responsibilities:

- Devise and implement business strategies, plans and procedures for the charity to achieve organisational objectives.
- Lead the Directors (Global Operations, Africa, Fundraising and Communications) and, with the CEO, set Directorate level objectives and manage their performance.
- Lead the Finance and Administration teams.
- Establish new, and enhance existing, policies to promote a diverse, inclusive and positive culture that is genuinely collaborative to reflect the value everyone brings to the team.
- Evaluate and report on performance across the organisation, providing regular reports to the Chair and CEO as well as updates to the Board.
- Be responsible for all aspects of the organisation's day-to-day activities, allowing the CEO and Chair to focus on expansion and income generation.



- Overall financial control of the business, ensuring budgeted overheads and costs and being controlled and targets are being set and monitored. Ensure robust systems are in place for controls on stocks, invoicing, and credit.
- Ensure company assets are being properly maintained and operated.
- Oversee the management of the employees in the region, to enhance and develop the strong family culture that exists within the business.
- Work closely with the managing directors and senior management team to grow the business, strengthening the existing supplier and customer base.
- Develop and lead the strategy for the business in the region, aiming to capitalise on increasing soft materials across the region





The Chief Operating Officer role is critical in ensuring the smooth running of all aspects of the organisation. It requires an entrepreneurial yet people-centric leader who can create and maintain a positive culture for all employees. The chosen candidate will be required to take the strategy and turn it into a reality across the organisation, covering all areas of culture, values and operational management.

Experience, Knowledge and Skills

- Proven experience as a Chief Operating Officer or relevant senior leadership role.
- A proven track record of success in leading senior teams.
- Understanding of business functions such as HR, Finance, Recruitment and ESG (Environmental, Social and Corporate Governance).
- Good knowledge of data analysis and performance management metrics.
- Demonstrable competency in strategic planning and business development.
- Working knowledge of IT/Business infrastructure and MS Office/Teams.
- Excellent interpersonal and communication skills.
- Outstanding leadership skills.
- Well-organised with the ability to make decisions and problem solve.

Education

- MBA or equivalent is preferable, at least Honours Degree in Business Administration.

Personal

- Motivated to work for an organisation that changes children's lives across the world.
- Proactive attitude, with drive and enthusiasm to build and lead a diverse team to succeed.
- Ability to communicate with a wide range of people, always seeking to engage others to help maximise their potential.
- Flexible and adaptable to meet needs of the post.
- Resilient and tenacious, while being positive, to help bring about change for children around the world.





Basic salary on offer will be circa £85,000 dependant on candidate's experience.

Other benefits include:

- Pension at 10% of gross salary
- Private health and dental care
- Gym membership contribution
- Opportunities to travel to projects
- One-month paid sabbatical after 5 years' service
- 33 days per annum annual leave

The Recruitment Process

First stage interviews will be conducted by our retained advisors, Livingston James.

Kids Operating Room interviews will then be conducted by David Cunningham and Garreth Wood.

Interested candidates should provide a tailored CV and covering letter, outlining your suitability and motivation for applying, to douglasadam@livingstonjames.com.

