



Job Reference: COO02

Job Start Date: ASAP

Position Type: Contract, Full time

Role: COO (Chief Operating Officer)

Hours: Flexible

Location: Various

Pay: £12 an hour

Job description:

This role of a COO will include being 2nd in command to the CEO and will be the 1st in command of the Social enterprise side. He/She will be in constant communication with the manager and will also be in direct contact to the CEO running things past her and CCing her in on important emails and so forth. Although they are working side by side with the manager they will just be overseeing and stepping in when necessary.

COO will be expected to represent CEO when she is not available for big meetings and function and be expected to attend meetings with manager on odd occasions. COO will also conduct meeting with rest of the social enterprise team every 3 months and have a monthly meeting with the manager. COO will also be in charge of running training sessions for new and old ambassadors which will enable the team to grow and the COO will end up making decisions and doing less work once made the system run as it's supposed to. COO must have contact with CEO- quarterly meeting and must report back to her on serious matters prior the meetings.

COO must be:

- Alert
- Extremely organized
- Focused
- Passion for young people
- Visionary
- Excellent
- Diligent
- Eye to detail
- High leadership skills

If successful, candidate will be monitored for a month before becoming a permanent member of staff. Paid work throughout.

For full details contact:

07944775294- Yvonne Eba

Email: Yvonne@lifecreationstld.com

If you think YOU have what it takes to be an amazing assistant within an amazing company APPLY NOW! ****MUST BE DBS CHECKED****