



<b>Job Title:</b>	<b>Chief Operations Officer/Integrator</b>	<b>Job Category:</b>	Management
<b>Department/Group:</b>	Management	<b>Job Code/ Req#:</b>	
<b>Location:</b>	London SE1	<b>Travel Required:</b>	Zone 1 Underground
<b>Level/Salary Range:</b>	Salary commensurate with experience/role + share options	<b>Position Type:</b>	Full Time, but part time considered for initial period
<b>HR Contact:</b>	Nicola Steele	<b>Date posted:</b>	16/01/2020
<b>Website:</b>	www.weareorchard.com	<b>Posting Expires:</b>	14/02/2020
<b>Applications Accepted By:</b>			
<b>CHARLOTTE MORTON, CHIEF EXECUTIVE</b> Email: charlotte.morton@weareorchard.com		<b>Address:</b> We Are Orchard Limited Sustainable Bankside II 25 Lavington Street London SE1 0NZ	
<b>Job Description</b>			
<p><b>WHO WE ARE</b>          We are a group of dynamic and passionate people committed to delivering a sustainable circular economy, located in central London, just a stone's throw from the lively Southbank and its foodie and cultural surroundings.</p> <p><b>ORCHARD'S MISSION</b>          We are Orchard is a management agency for associations that actively contribute to the development of an environmentally friendly circular economy.</p> <p>Our mission is to ensure we can live on this planet sustainably. In order to achieve this, we need to effect change much faster than we are now. Focusing exclusively on industries that will most contribute to meeting this objective, currently anaerobic digestion, biogas and cleantech, we provide management support to organisations that drive those game-changing sectors forward.</p> <p>We assist our clients in communicating their sector's value, winning government support, accessing new markets, attracting investment and amplifying their R&amp;D programs. We offer strategic advice, a full range of management services (policy, market analysis, membership, events, publications, sales, marketing, PR and finance) and practical support to enable our partners to be as effective as possible.</p> <p>Our current clients are the Anaerobic Digestion and Bioresources Association (ADBA), the World Biogas Association (WBA) and Green Gas Trading Limited. Additionally, We Are Orchard manages the annual cleantech investment event Cleantech Innovate.</p> <p>The anaerobic digestion industry alone could reduce global emissions by 12% by 2030. Our goal is to facilitate the delivery of that potential by 2030.</p>			



#### **WHO WE ARE LOOKING FOR**

We are looking for a results-driven, and detail-oriented Integrator to join the Orchard team. The right candidate will have an instinctive ability to recognise, retain, and respect the talent within the organisation, and help guide employees to reach their full potential through support and mentorship. This dedicated leader will develop and coordinate all business operations and will be an experienced and efficient leader with excellent people skills, business acumen, and an exemplary work ethic. The ideal individual will also be a strategic planner with the essential ability to specify, strategise, and define opportunities.

#### **REPORTING TO**

the Chief Executive, your direct reports will be the department leads for Policy, Finance, Membership Sales and Operations (events & marketing))

#### **WHAT YOU WILL BE DOING**

You will:

- Oversee daily operations and make adjustments as necessary, ensuring the organisation is consistently “rowing” together in the same direction
- Execute the business plan, achieving or exceeding established P&L objectives
- Collaborate and stay on the same page with the Chief Executive at all times
- Filter and translate the Chief Executive’s ideas into functional plans for the company
- Develop comprehensive goals for performance and growth strategies
- Effectively resolve issues - must be comfortable with difficult conversations and being very open and honest about challenging situations, addressing issues, and solving problems in a practical and healthy manner
- Identify areas of opportunities for capital improvements across the organisation, including opportunities to improve revenue, increase margin, reduce cost, and increase profitability throughout the organisation all while improving efficiency
- Attract, retain, and develop a high-performing team
- Lead, manage and hold direct reports accountable for achieving agreed-upon commitments
- Cultivate and manage healthy relationships with strategic partners and vendors
- Consistently demonstrate a passion for values alignment, focus, simplicity, and clarity across the organisation

#### **REQUIREMENTS**

##### *Required*

- Commitment to sustainability and delivering Orchard’s mission
- Proven results as an Integrator, Chief Operating Officer, or a similarly relevant role
- Experience building high performing teams, including the ability to recognise and cultivate rising talent
- Adept at transitioning seamlessly from a strategic level vision to day-to-day tactical operations
- Working knowledge of data analysis and performance/operation metrics
- A demonstrated execution mindset and a record of success holding people accountable
- Understanding of and ability to create healthy organisational culture
- Excellent interpersonal communication skills

##### *Preferred*

- Experience using innovative leadership models, such as EOS® or FED (future, engage, deliver)
- Varied experiences and responsibilities in Operations (including sales, marketing), Finance, and Human Resources



- Experience leading high-performance teams within association management, events, consultancy, publishing
- Bachelor's degree
- Advanced degree, MBA or similar

Please send your CV and a cover letter, setting out how you meet the requirements of the post and why you want to join our team, to [charlotte.morton@weareorchard.com](mailto:charlotte.morton@weareorchard.com).