



Faculty of Homeopathy

Chief Operating Officer

Location: London office (at least one day per week) and home/office based the rest of the time

Salary: £48,000 - £53,600

Contract Type: Permanent

Hours: 30 hours (flexible, but ideally over 4 days)

This is a fantastic opportunity to join the Faculty of Homeopathy; one of the world's leading homeopathic membership organisations. The Faculty of Homeopathy is honoured to have HRH The Prince of Wales as its Patron.

We are looking for a strategic operational leader to work with the Executive Council and our Members to increase the Faculty's presence on the world stage. The Faculty of Homeopathy is 176 years old; and has a rich and impressive history. Do you have the skills and enthusiasm to help us write the next chapter? If so, we would be delighted to hear from you.

Key Responsibilities:

- Providing leadership, management, and vision to help grow the membership
- Overseeing all day-to-day operations
- Responsible for external communications, including PR
- Writing bid or grant applications, and/or fundraising
- Brand ambassador for the Faculty of Homeopathy

Experience:

- Strong leadership and motivational skills
- Proven track record in income generation
- Excellent verbal, written, and interpersonal skills with a diverse audience
- Structured decision making skills
- Experience/knowledge of good governance, and working with non-executive or trustee boards

Desirable:

- Experience/knowledge of membership organisations
- Experience/knowledge of working with a charity or non-profit organisation
- Experience of managing external communications, PR, and reputational management

Note: Applicants must have a legal right to work in the UK

For further information or the full application pack please contact Liz Tucker (M: 07879 434056
E: liz@shepherdcreativelearning.co.uk)

Closing date for applications is Friday 30 October 2020