

Head of Operations

Job Description

Job title: Head of Operations

Location: Vox Studios, 1–45 Durham Street, London, SE11 5JH (hybrid working, working from home on Wednesdays and Fridays)

Contract and salary: £50,000 (if full time). We're ideally looking for someone able to work full time but would consider 3.5 days+ per week for the right candidate. However, the role does require you to be in our London office three days a week

Start: As soon as possible from August 2025

The Fore is the only venture philanthropy fund in the UK dedicated to backing the best small charities and social enterprises. Our goal is for exceptional solutions to get from grassroots to nationwide impact in five years. Together, we are creating a society that solves its own problems. As we expand, we are now seeking a strong project manager with great people skills and an eye for detail to join as our Head of Operations.

Summary

Reporting into the Director of Operations, you will lead the delivery of The Fore's grant rounds, which are the core engine of our impact. You'll oversee our Programme Team and pool of Strategic Applicant Consultants (SACs) and will make sure the strongest proposals reach our funding panels. The role is a key part in achieving our goal of getting the most innovative solutions from grassroots to nationwide impact.

You'll drive our workshops and peer learning programme, enabling small charities to develop the skills and networks to take their solutions to the next level. You will also take forward newer strategic initiatives, including our scale-up funding rounds and the launch of high-profile charity showcases that connect our most impactful organisations with government, funders and policy influencers.

Alongside this, you'll own our impact and learning work, ensuring we capture and communicate the difference our work makes. You'll work closely with senior colleagues and be supported by the small but mighty Programme Team (a Programme Officer and Programme Assistant) who you will also be line managing.

We're not looking for formal qualifications or previous grant-making experience. We are looking for strong, transferable project management skills, great judgement and a real passion for what we do.

About The Fore

The Fore is creating a society that solves its own problems. Each year we give money and skills to around 50 of the best grassroots charities and social enterprises in the UK: [The Fore Impact Report 2023/2024](#). We are the only venture philanthropy fund in the UK doing this work and we are growing.

The charities we fund work across the most pressing social justice issues, including homelessness, refugee support, mental health and racial justice. We also connect our charities with expert help in marketing, IT, finance planning and strategy from our extensive networks of professional people who want to share their knowledge for free.

The Fore is a small team of 9 employees so your contributions will make a big impact. We're a warm, friendly and collaborative bunch who balance hard work with fun, connecting over lunches together and enjoying team socials. If you're looking for a workplace where you can take the lead on programmes and impact work within a close-knit, supportive environment, you'll feel right at home at The Fore.

Key responsibilities

- *Grant-making*: Lead the end-to-end delivery of our core funding and scale-up programmes, from shaping programme design to ensuring the strongest applications reach our funding panels. You'll keep the process running smoothly, support and steer our SACs, and maintain a strong focus on quality and impact. This includes oversight of our Salesforce grants system, working with specialised contractors to ensure it supports effective delivery
- *Strategic Applicant Consultants (SACs)*: Lead the recruitment, training, support and retention of our SAC pool, making sure they're equipped, motivated and connected. You'll foster a strong sense of community and shared purpose across this talented group.
- *Impact and monitoring*: Lead The Fore's impact and monitoring work, including producing our annual impact report and sector insights, and commissioning external contractors for deeper analysis when needed. You'll also ensure our portfolio is on track to deliver its plans, and support organisations to adapt and thrive when challenges arise.
- *Charity showcases*: Spearhead our new high-profile showcase events, connecting outstanding small charities with policymakers, funders and influencers
- *Peer learning and workshops*: Maintain strategic oversight of our learning events for our portfolio, including peer-to-peer sessions and workshops designed to build the skills and knowledge small charities need to maximise their impact
- *Funder engagement*: Collaborate with the Partnerships Team to align programmes with funder interests and help build strong, enduring relationships
- *External representation*: Represent The Fore by speaking at events, building relationships, and engaging with funders, networks, and sector partners
- *Line management of Programme Team members* – currently consists of the Programme Officer and Programme Assistant

This is a broad and evolving role with plenty of scope to shape new initiatives and strengthen existing systems as the organisation grows.

Candidate profile

Skills and experience:

- 7+ years of professional experience in the business, public or third sector
- Strong project or programme management track record, with the ability to juggle multiple workstreams and deadlines
- Experience managing volunteers and/or direct reports
- Skilled at engaging a wide range of stakeholders and adapting communication style as needed

- Experience working in or with small charities or social enterprises is a bonus, but not essential. We're looking for transferable skills and a clear commitment to social impact

Attributes and mindset:

- Meticulously organised and confident managing complex logistics and timelines
- Excellent attention to detail, especially when coordinating multiple inputs and deliverables
- A clear, persuasive communicator and motivated people manager, able to bring others with you, maintain momentum, and foster collaboration
- Solutions-focused, curious, and energised by learning and problem-solving
- Comfortable in a small, fast-moving team and excited by the chance to take real ownership

What we offer

- The ability to work from home (if you like) on Wednesdays and Fridays
- 32 days leave (including bank holidays) rising to 37 after one year of service
- Additional benefits include: 3 volunteering days per year, cycle to work scheme

Location

We have a hybrid working model – we work three days a week in our office in Vauxhall, Central London, and two days from home.

Next steps

To apply, please email your CV and cover letter to Alex Edwards: alexandra@thefore.org and we'll be in touch.

Deadline: Monday 14 July, 9am.

Dates of first interview (if successful): Monday 21st July/Tuesday 22nd July.

Equal opportunities

The Fore is committed to providing equal opportunities without regard to race, religion, nationality, gender, sexuality, disability or age. We welcome applications from all qualified candidates. If you have any accessibility needs that require an alternative application format or any adjustments, please let us know by emailing alexandra@thefore.org.