

ANITA HENDERSON

Senior Operational Support | Fractional COO

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WHAT I DO

I work with founder-led and mission-driven organisations as a senior operational partner, bringing over 20 years of experience on a flexible basis, without the cost or commitment of a permanent role.

Working closely with leadership teams, I strengthen how the organisation runs day to day, enabling leaders to focus on strategy, sustainability and external priorities.

I bring experience working across charity, founder-led and regulated environments. Having worked at Executive Assistant level alongside founders and CEOs, I understand priorities from the inside and can work in close partnership with senior leaders from day one.

WHAT I OFFER

EXECUTIVE & LEADERSHIP SUPPORT

For founders, CEOs and senior leadership teams who need someone working closely alongside them, I help you stay focused on what matters most, prepare well for the moments that count, and make sure things get done.

OPERATIONS & DELIVERY

For organisations that need more structure and visibility across day-to-day operations, I help with operational oversight, systems, workflows, project coordination, and making sure things do not fall between the gaps.

PEOPLE & HR FOUNDATIONS

For small organisations without internal HR, I support the recruitment lifecycle, onboarding and offboarding and help put practical policies in place, done simply and sensibly.

WHERE I ADD VALUE

DELIVERY AND EXECUTION

- Turn strategic priorities into clear, deliverable plans
- Maintain visibility of progress, risks and dependencies
- Strengthen accountability across teams

OPERATIONAL CLARITY

- Clarify roles and ownership for faster decision-making
- Improve the flow of work and reduce duplication
- Introduce simple systems and consistent ways of working as the organisation grows
- Reduce operational burden on founders and senior leaders

STABILITY & SUSTAINABILITY

- Maintain consistency during periods of change or transition
- Embed practical ways of working that last beyond the engagement
- Support responsible adoption of digital tools and AI
- Ensure improvements are owned by the team, not dependent on me

How I Work

- I listen first to understand how the organisation operates in practice
- I focus on practical, proportionate improvements
- I bring structure without unnecessary complexity
- I ensure changes are embedded and sustained

How We Can Work Together

Engagements vary depending on what you need, from a defined project or short-term piece of work to longer ongoing support. Long enough to make a real difference, without locking either of us in.

I work with founder-led businesses, charities, social enterprises and purpose-led organisations, typically between 10 and 70 people, that want to bring more structure, clarity or consistency to how they operate.