



## Job Description

# Charity Operations Manager

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### Charity Overview

**one me** is a registered charity that provides grants to aid young people in financial hardship to develop education and employability skills and thereby aid citizenship and community development.

one me provides grants of between £100-£1000 to Young people aged 16-25, to remove the economic barriers they face around achieving their goals and or taking their next steps towards education, employment or training.

Although one me is a separate organisation, The EBP provides operational support.

<b>POST:</b>	<b>Charity Operations Manager</b>
<b>RESPONSIBLE TO:</b>	<b>Chair of Trustees – one me</b>
<b>BASED AT:</b>	<b>Welton House, Limekiln Way, Lincoln LN2 4WH</b>
<b>HOURS:</b>	<b>21 hours per week Mon-Fri.</b> A degree of flexibility will be required as occasional weekend and evening work may be required.
<b>SALARY</b>	<b>£27,500 to £30,000 (pro-rata)</b>

There is potential for the number of hours to be increased and/or for the contract to be extended beyond a year if sufficient funding is raised

### **MAIN PURPOSE OF JOB**

The Charity Operations Manager is required to promote, fundraise and administer all aspects of this relatively new charity to ensure the financial stability of the charity and ensure that it can continue to award grants to young people in financial hardship. The post will be subject to achieving targets set by the board of trustees. Liaison with the board of trustees and attendance at board meetings will be integral part of the role. The role affords a great opportunity to develop the charity and for career



development. This is a varied role which will require the post-holder to be flexible and willing to undertake a range of tasks, including but not limited to:

## **KEY RESPONSIBILITIES**

The Charity Operations Manager will be responsible for:

- Identifying and pursuing new funding opportunities from trusts and corporates, including researching, tracking deadlines, writing high quality applications and reporting
- Developing creative new ways to bring new funds in to the charity such as sponsorship and events
- Supporting volunteers with crowdfunding and other community fundraising activities
- Developing new partnerships with local businesses, schools and universities to help develop one me
- Updating website, writing new content where necessary
- Managing Facebook, Instagram and Twitter pages, increasing following and posting regularly
- Supporting the production of external publications, including annual reports
- Promoting one me at schools and local events to encourage more grant applications and fundraising involvement
- Recruiting local volunteers to support with promoting our grants to young people and fundraising opportunities
- Managing volunteers where necessary and processing DBS checks, expenses etc.
- Maintaining the engagement with the charity of grant awardees
- Undertaking a range of administrative functions, including minutes for trustee meetings and grant application processing.
- Represents one me in a professional manner
- Able to meet agreed KPI's and their associated deadlines
- Any other duties consistent with the main purpose of the post.

We do not expect the post holder to have extensive experience of all the activities listed above, but they should be willing to work in all of these areas independently once trained. There is flexibility around which hours the post-holder works; therefore, they will need to be self-motivated and competent in the core areas of work. A team of trustees are on hand to support the post holder through-out their time with the charity.



## SKILLS AND EXPERIENCE

### REQUIREMENTS

#### Essential

- Experience of fundraising from at least one income stream (Trust & Foundations, corporates, regular giving, community fundraising)
- Strong communication and writing skills
- Excellent organisational skills
- Willingness to work flexibly and creatively, undertaking a range of tasks and making suggestions to improve efficiency
- Interest in supporting young people to reach their potential
- Full clean driving licence and access to a car

#### Desirable

- Experience in working or volunteering in the third sector
- Experience of recruiting and/or managing volunteers
- Knowledge of Boards/Trustees
- Experience working in the youth sector.

I confirm that I accept the above Job Description

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_