

JOB OPPORTUNITY - CHARITY MANAGER

Job title:	Charity Manager
Reports to:	Chief Executive Officer
Job type:	Permanent - Part time (2.5 days per week)
Salary:	Subject to experience
Based:	Ground Floor Suite 4, Trussell Trust RDC, Progress Way, Coventry CV3 2NT

Job Description

We are looking for an enthusiastic, committed and innovative person with the willingness to learn and the determination and resilience to succeed. The Charity Manager will provide executive assistance and operational support to the CEO; and effective office management to ensure good running of day-to-day operations of the charity. In addition the role provides a fantastic experience to build and lead a team of volunteers. Strong business administration and financial skills are required. Prior experience within the charity sector is essential, with a minimum of 3 years in a similar position.

Responsibilities include

- To support the CEO with day-to-day operations, running of the charity and governance.
- To lead the office management and general administration of the charity.
- To act as a point of contact for the charity, liaise with key stakeholders including supporters, funders, partners, trustees, maintaining good relationships and effectively representing the CEO and International Children's Trust.
- To build and lead a team of volunteers.
- To support the CEO and Board of Trustees to ensure all necessary policies and legal requirements around fundraising and governance are appropriately fulfilled and adhered to.

INTERNATIONAL CHILDREN'S TRUST

Ground Floor Suite 4, Trussell Trust RDC, Progress Way, Coventry CV3 2NT

Phone: +44 (0)7483 413616 – Email: help@internationalchildren.org - Website: internationalchildren.org

The International Children's Trust is a company limited by guarantee and registered in England & Wales. Company No: 00911119. Registered Charity No: 254781.

Person Specification: Education, Skills and Experience required

- Demonstrable interest and empathy with the work of International Children's Trust; and committed to promote children's right to survival, protection and education.
- Educated to degree level with evidence of continuing professional development.
- Relevant administrative, organisational and planning skills, including development of teamwork and people management.
- Experience of project management; including managing and responsibility for budgets.
- Good IT skills and excellent organisational skills with strong attention to detail.
- Excellent communicator, both written and oral; with the ability to engage a wide range of supporters and partners and build long-term relationships.
- Self-motivated, solution-focused and well presented; able to encourage a supportive and positive working environment. Flexible and able to adapt quickly to change.
- Demonstrable integrity and able to be confidential and professional at any time.
- Willing to carry out any additional work, challenges and responsibilities relevant to this role.

How to apply

To apply for this position, please send a CV and a covering letter of no more than 2 pages; detailing your motivation in applying and why you think you would be suitable for the role. Please ensure that your application fully addresses the appointment criteria in the person specification.

Applicants must have the right to work in the UK.

You should give the names, positions, organisations and telephone contact numbers of two referees, one of whom should be your current/most recent employer. References will only be taken once your express permission has been granted.

Applications should be made via email to director@internationalchildren.org

Closing date: 21st June 2019. Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

The offer of an appointment will be subject to satisfactory references and Disclosure and Barring Service (DBS) check, which will be obtained upon acceptance of the offer.