

Position: Operation and Development Manager,

For: UK charity 'Be Me Project'. We support women and young people to overcome the challenges of low self-esteem and confidence to build resilience and develop the tools to create better emotional wellbeing. We are a growing charity, that is starting to spread through the UK.

Based: Be Me Head Office, Central Dorking, Surrey - can be combined with home working.

Main purpose/objective:

- Together with the CEO to be responsible for the management, administration, and operations of the charity, ensuring best practice, within legal and budget constraints.
- To lead and develop short, medium and long term strategy in keeping with the aims, vision and mission of the charity.
- To work closely with the CEO and Chair of Trustees to ensure that the aims, values, and policies of the charity are upheld.
- To work alongside personnel in fundraising to develop a fund-raising strategy.

Key responsibilities

- To work closely with the CEO to develop and implement short to long term strategic plans, for business, operations, compliance, performance monitoring, ensuring best practice and in keeping with the charities ethos, values, and policies.
- Responsible for the financial health of the charity including overseeing fundraising and marketing strategy and accounting/bookkeeping. To prepare and maintain budgets.
- To report regularly to the Trustees, along with the CEO, and enable them to have all the information needed to make informed decisions.
- Oversee the staff and volunteers, including recruiting, checking and training/developing. Communicate changes to operation procedures.
- Maintain all that is needed for smooth running of the courses, liaising with hub leaders and oversee activities.

NOTE: This role can include the following, or be shared with another person who would do the following

- Grant and fundraising applications and administration

Key skills needed

- Self motivated
- Friendly, approachable manner
- Excellent team player, compassionate and caring

- Good attention to detail, efficient
- Enjoys problem solving and finding solutions
- Sound knowledge and understanding of finances and budgets
- Experience in fundraising and marketing, or have worked alongside
- Previous relevant charity or commercial experience desirable
- A committed Christian who is actively living out their faith (or empathetic with the Christian foundations on which Be Me is based)
- Passionate about the vision and mission of Be Me Project

Reporting to: CEO and the board of trustees

Salary and hours

To be negotiated, dependent on the size of role, experience and availability

Start date

Flexible start date from September 2022