

Office Manager

Recruitment Pack



Welcome

Forward from our Chief Executive

Thank you for your interest in joining Leeds Children's Charity and for considering being part of the next chapter in our journey.

For over a century, our charity has been dedicated to brightening the lives of young people by providing opportunities for joy, adventure and a sense of belonging. We believe that every child, regardless of background, should have the chance to experience life-changing opportunities that build confidence, resilience and create lasting memories.

We are now looking to appoint an Office Manager to play a central role in helping our charity run smoothly, professionally and safely. This is a key position within our organisation, supporting colleagues across all areas of our work and helping to ensure that the systems, processes and administration that underpin our success are effective, organised and compliant.

This is a varied and rewarding role that touches every part of the charity. From supporting meetings, maintaining records and managing office systems, to overseeing volunteer administration, Gift Aid processes, GDPR compliance, health and safety administration, and routine finance support, the Office Manager will help ensure our team can focus on delivering exceptional experiences for the children and families we serve.

We are looking for someone who is highly organised, practical, proactive and confident working across a range of responsibilities. You will be comfortable using digital systems, managing competing priorities and finding solutions to challenges as they arise. Most importantly, you will share our commitment to making a positive difference and will take pride in supporting a charity that has a lasting impact on thousands of children each year.

If you enjoy bringing order, efficiency and professionalism to a busy organisation and want your work to contribute to something truly meaningful, we would be delighted to hear from you.

Best wishes,

Sharon Milner
Chief Executive




Registered with
**FUNDRAISING
REGULATOR**



About us

At Leeds Children's Charity, we believe every child deserves the chance to experience joy, adventure, and a sense of belonging. For over a century, we have been dedicated to brightening children's lives by offering unforgettable breaks and enriching learning opportunities that create lifelong memories.

Our work focuses on children and young people who face disadvantage, hardship, or difficult circumstances at home. Through safe, nurturing, and inspiring environments, we help them to explore the world around them, build confidence, discover new skills, and simply enjoy being children.



“ Leeds Children's Charity at Lineham Farm offers something that we cannot – the opportunity for children to ‘get away’ from the oppressive circumstances that they find themselves in, and show them a viable alternative. ”

HEADTEACHER

**we are
passionate**

We're strongly committed to providing for the children who need us. Everything we do is for the benefit of those we support; we find a shared joy in the work we do.

**we are
purposeful**

It's our goal to create opportunities for children and help them grow. We know what needs to be done to achieve this and we continuously take action to keep making this happen.

**we are
transparent**

We are open and honest about how we operate and where funds are spent. It's our goal to make sure the people of Leeds know why we exist and about the work we're doing.

**we are
connected**

Relationships are at the heart of what we do. From the children and their caregivers and guardians to our staff, trustees and sponsors, we take time to make meaningful connections and build trust.

**we are
engaged**

Nothing is a half-hearted effort. We want every child to be enriched by their time with us. Those who work with us are supported and involved. Our time is spent productively.

**we have
compassion**

We are sensitive and responsive to the vulnerabilities of others. It's our place to be aware of the challenges some of our kids face and provide support. We act from a place of kindness.

The Role

Job title: Office Manager

Salary: £27,500 pro rata

Actual salary: £22,000 per annum for 4 days per week

Hours: 4 days per week

Contract: Permanent

Location: Onsite at Leeds Children's Charity, Lineham Farm, hybrid working where appropriate

Reporting to: Chief Executive, with routine finance tasks agreed with the Finance Manager

This is a varied role at the centre of the organisation. The postholder will support day-to-day office management, meetings, records, volunteer administration, Gift Aid, GDPR compliance, health and safety administration, CRM and HR systems, spreadsheet tracking, and basic finance processes.

We are looking for someone who enjoys working in a busy environment, can manage competing priorities and brings a positive, practical and “can do” approach. You will need to be confident, organised, discreet and able to work well with colleagues across all areas of the charity.

Rewards and benefits

As a charity, our people are at the heart of everything we do, and we are actively reviewing our rewards and benefits package.

- **Competitive salary**
- **25 days holiday per year**
- **Pension scheme - 3% employer contribution**
- **On-site, free parking**
- **Beautiful rural farm location**
- **Access to Charity Discount site**



Key Responsibilities

Office Management and Administration

Support the smooth day-to-day running of the charity, providing efficient administrative and organisational support across all areas of the organisation.

Meetings and Governance

Coordinate meetings, prepare agendas and papers, maintain action logs and provide administrative support to senior leaders and trustees.

CRM and Records Management

Maintain accurate records and databases, ensuring information relating to supporters, volunteers, schools and stakeholders is up to date and managed effectively.

HR Administration

Support HR systems and processes, including maintaining staff records, training information and associated documentation.

Volunteer and Gift Aid Administration

Coordinate volunteer administration and support the management of Gift Aid records and processes.

Compliance and Data Protection

Help ensure compliance with GDPR, information governance requirements and organisational policies.

Health and Safety Administration

Maintain health and safety records and support the administration of compliance and monitoring processes.

Reporting and Systems Support

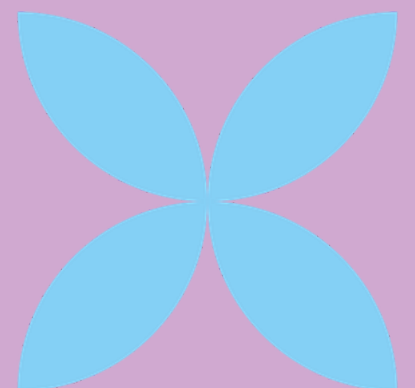
Produce and maintain spreadsheets, reports and tracking systems, while supporting colleagues to use organisational systems effectively.

Finance Administration

Provide routine administrative support to the Finance Manager, including invoicing, record keeping and financial filing.

Continuous Improvement

Identify and implement improvements to office systems, processes and administrative practices to support organisational effectiveness.





Person Specification

Essential Criteria

- Experience of working in a busy office, administrative or operational support role.
- Strong organisational skills and the ability to manage several priorities at once.
- Excellent attention to detail.
- Confidence working with colleagues across different teams and levels of responsibility.
- Experience of arranging meetings, preparing agendas and maintaining action logs or notes.
- Experience of maintaining accurate records and office systems.
- Experience of handling confidential information.
- Good IT skills, including Microsoft Office, email, shared drives and administrative systems.
- Confidence using spreadsheets to track, organise and present information.
- Experience of using, or the ability to quickly learn, CRM and HR systems.
- Some experience of finance administration, such as invoices, receipts, purchase records or basic financial filing.
- A practical, calm and professional approach in a busy working environment.
- Good written and verbal communication skills.
- The confidence to take ownership of tasks and see them through.

Desirable Criteria

It would be beneficial if candidates have:

- Experience working within a charity, education, community or public sector organisation.
- Experience using CRM, donor management or supporter databases.
- Experience using HR systems and maintaining staff records.
- Experience of Gift Aid administration.
- Experience of volunteer administration or volunteer recruitment processes.
- Knowledge of GDPR, data protection or information governance requirements.
- Experience supporting health and safety administration.
- Experience supporting trustees, senior leaders or board meetings.

Additional Information

The postholder will be expected to:

- Work in line with Leeds Children's Charity's values, safeguarding responsibilities, and policies
- Contribute to a safe, compliant, and well-managed working environment
- Take a proactive, problem-solving approach to finance, operations, and facilities issues



we'd love to hear from you

**Together, we can ensure every child in
Leeds reaches their full potential.**

Ready to make a difference?

Application Deadline - 29th June 2026

**To apply please send CV and covering letter to
finance@leedschildrenscharity.org.uk**

