

We're hiring!

Office Manager

Recruitment Pack



Explore the role and apply today

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 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: £28,000

Hours: 8 – 4 or 9 – 5, 5 days a week with a 30-minute lunch break

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

Purpose

The Office Manager will play a central role in helping Leeds Children’s Charity run smoothly, professionally and safely on a day-to-day basis.

This is a broad office management and organisational support role. The postholder will work across all areas of the charity, supporting administration, meetings, records, Gift Aid, volunteer registration, CRM and HR systems, GDPR compliance, health and safety administration, governance support, site management and routine finance processes. The office manager will oversee training, policies, inductions and onboarding alongside line managers.

The role is not a finance-led post. The Office Manager will assist the Finance Manager with invoicing, filing, record keeping and basic finance administration, but the main focus will be on strengthening the charity’s office systems, internal coordination, compliance and day-to-day support.

The successful candidate will be highly organised, confident, practical and resilient. They will be comfortable using digital systems, including CRM and HR platforms, and will be efficient and accurate when working with spreadsheets. They will need to work well in a busy charity environment where priorities change quickly and where a positive, flexible and “can do” attitude approach is essential.

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
- Extra day off on your birthday





Person Specification

Systems, CRM, HR and records administration

The Office Manager will:

- Support the effective use of the charity's CRM system, helping to ensure records are accurate, up to date, used consistently and tasks completed on time.
- Maintain and update records relating to donors, supporters, volunteers, contacts, schools, partners and stakeholders where required.
- Support the use of the charity's HR system, including maintaining accurate staff records, training records, absence information and relevant documentation.
- Help ensure records held on CRM, HR and shared systems are GDPR compliant.
- Produce, update and maintain spreadsheets to support administration, finance, fundraising, volunteering, meetings and compliance activity.
- Use spreadsheets confidently to organise information, track actions, monitor deadlines and support reporting.
- Help colleagues use agreed systems properly and consistently.
- Maintain the charity's Information Asset Register and Record or Processing Activities and ensure retention schedules are adhered to.
- Maintain the charity's policy register and ensure that policy documents are reviewed and approved in a timely manner.

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 helpful if the candidate has:

- Experience of working in a charity, school, visitor centre, public service, community organisation or similar setting.
- Experience of using a charity CRM, donor database or supporter management system.
- Experience of using an HR system or staff records platform.
- Experience of Gift Aid administration.
- Experience of volunteer registration or volunteer administration.
- Experience of information governance or data protection processes.
- Experience of health and safety compliance and administration.
- Experience of using finance, CRM, donor management or HR systems.
- Experience of supporting senior leaders, trustees or board-level meetings.



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 - Friday 13th November
Interviews will take place on Friday 20th November**

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

