

Role Description

Job Title	Charity Manager
Reports to	Trustees/Board of PACT for Autism
Hours	16 - 20 hours per week: flexible working.
Location of work	Hybrid working. You will be working in the office, at home with travel requirements across West Essex.
Annual leave	26 days annual entitlement plus bank holidays (pro-rated).
Salary	£40,000 FTE (based on 37 hour working week/52.14 weeks per year).

Job Purpose	• Provide visionary leadership to ensure the charity's mission is delivered effectively and sustainably. • Drive strategic planning and operational excellence across all areas of the charity's work. • Lead income generation through successful grant applications, fundraising initiatives, and stakeholder engagement. • Manage and develop a high-performing team of staff and volunteers to deliver impactful services. • Act as the face of the charity, promoting its work, building visibility, and strengthening its presence within the community and sector.
Main responsibilities	Strategic Leadership & Governance • Lead the implementation of strategic objectives as defined by the Board of Trustees. • Lead in the development of long-term strategies and annual operational plans. • Provide monthly operational reports and quarterly performance and impact reports to the Board, including financial and operational metrics. • Attend board meetings. Operational Management • Oversee day-to-day operations, ensuring efficient delivery of services and compliance with statutory obligations. • Manage a team of staff and volunteers, fostering a culture of collaboration, engagement, accountability, and continuous improvement. • Maintain and update key policies and procedures, ensuring compliance with GDPR, safeguarding, health & safety, and other regulatory requirements. Financial Oversight • Work closely with the Treasurer to manage the annual budget and ensure robust financial controls.

	• Provide timely financial updates and support the preparation of statutory accounts and reports. • Attend monthly finance meetings. Fundraising & Income Generation • Lead the development and execution of fundraising strategies, including events, community partnerships, and donor engagement. • Identify, write, and manage successful grant applications to meet an annual target of £80,000 to £100,000. • Deliver and evaluate fundraising events and community awareness campaigns, targeting an additional £30,000 in income. Stakeholder Engagement • Act as the charity's ambassador, representing PACT for Autism at external meetings, forums, and events. • Build and maintain relationships with key stakeholders including local authorities, educational institutions, and partner organisations, supported by the Community Services Manager. • Promote autism acceptance and lead on campaigns. Service Development & Impact • Ensure meetings, workshops, events, and leisure activities are actively taking place to maintain the relevance and effectiveness of services. • Oversee the charity's digital presence, including website, CRM, and social media platforms, to enhance communication and outreach. • This role requires occasional evening or weekend work to support events and community activities. • The post holder must act in accordance with the charity's values and Code of Conduct at all times. General Duties • A level of flexibility is required in the working pattern to accommodate charity events/fundraising activities. • Undertake other duties relevant to the job purpose as required in line with the charity's mission and values. • Act within the Objects of the Articles and support the charity's core values. This role description will be reviewed annually as part of the performance management review or at such other times as circumstances/changes may dictate.
Essential Criteria	• Proven experience in charity leadership or senior management roles. • Demonstrate an ability to secure and manage grant funding. • Strong people management skills with experience leading small teams. • Excellent communication and stakeholder engagement.

	• Financial acumen and experience managing budgets and reporting. • Competent in using digital tools for communication, reporting, and remote working. • Full UK Driving license with access to a vehicle for work purposes.
Desirable Criteria	• Experience working in the charity or voluntary sector. • Knowledge of the West Essex area and local support networks. • Knowledge of autism and experience working with neurodiverse communities. • Experience in digital communications and CRM systems.