

Operations and Engagement Lead, York Together (Maternity Leave)

Key info

Contract: Maternity cover until November 2027

Hours: 14-21hrs/week. This can be worked flexibly.

Pay: £32,000 pro rata (14 hrs = £12,800, 21 hrs = £19,200)

Benefits: 6% pension contribution, flexible working.

Normal place of work: Home working, with access to office space at The Recovery Hub, Wellington Row, YO1 6BE

Organisation registration number: RS009645

www.yorktogether.org

Closing date for applications: Monday 26th October

Interview dates: Interviews will last 1 hour and will be in-person. They will be held during the week Monday 2nd - Friday 6th November. If you are unable to interview this week, please let us know in your application.

Start date: As soon as possible to be agreed with successful applicant.

What is York Together?

York Together is a Community Benefit Society, here to make York a more just, fair and sustainable city - where the power sits within communities, wealth is shared, and people come before profit.

We have four areas of work:

- **Practical support for grassroots groups, community organisers and activists in York:** We offer free training to local community organisers across a variety of topics to enhance their skills and confidence. We also hold 1-2-1 support for anyone working to benefit their community - no matter what stage they're at in their journey. This might be about helping groups to navigate conflict, supporting them to plan how they want to achieve a goal or thinking through how to communicate their ideas.
- **Connecting People:** We create a space for local organisers and activists to learn together, share ideas, and build relationships. We reject the notion of scarcity and competition, and instead want to encourage togetherness, solidarity, and collaboration.

- **Funding change:** We are committed to participatory forms of grant making and wealth redistribution. We offer direct, no-strings-attached funding to individuals and grassroots groups trying to make a difference in the community.
- **Changemaking:** We believe that how we act as an organisation can create change, whether this is the way that we build relationships, how we talk about the work that we do, or how we centre trust in our funding practice. We want grassroots groups to be able to draw on the power, experience and resources that we have to support them to create positive change.

[Read more about us on our website](#)

Role Description and Responsibilities

We need someone to help deliver York Together's vision and actively shape the work that we do. You will be working alongside, and line managed by, the Development Lead, Anjelica Finnegan.

Administration and operations:

- Support the Development Lead to look ahead and plan our programme of work.
- Turn ideas into actionable points.
- Write minutes of board meetings.
- Keep a record of, and following up on actions, from meetings.
 - Organise and maintain physical and digital filing systems and databases.
 - Prepare documents, reports and presentations as needed.
- Manage subscriptions (Google, IONOS, Canva, etc).
 - Update internal systems to ensure accurate and organised records

Events:

- Find locations.
- Create signage.
- Liaise with event spaces.
- Write Eventbrite and Ticket Tailor blurbs.
- Manage bookings through Ticket Tailor.
- Communicate with attendees.
- Book photographers.
- Book BSL interpreters.

External and internal communications

- Design posters, leaflets, etc.
- Social media creation and planning
- Update the website
- Manage the newsletter – organising the mailing list, writing and designing the e-newsletter (NB *The newsletter is currently only sent out when we have events to promote but we would like to explore what else might be possible*).
- Work with the Development Lead to translate complex ideas into clear, accessible language.

Who we are looking for

Experience and skills we are looking for:

- File and information management – you will be comfortable with keeping up to date with GDPR standards and have experience of managing digital filing systems.
- Designing and organising inclusive events - you will be confident in liaising with venues and understand how to ensure events are accessible.
- Communications experience - you need to be good at translating concepts into clear, understandable language and messages.
- Writing and proofing newsletters and blogs.
- Website design and management - experience of using systems like Wix and Canva.
- Social media management - comfortable with digital design tools and know what cuts through to create engagement.

Approach and values:

You will be someone who:

- Enjoys being organised and is comfortable creating systems and processes to ensure things don't get missed.
- Wants to work towards a world where people and planet are put before profit.
- Is curious about how decision making and funding can be more participatory and owned by the community.
- Thrives in a workplace that is still emerging and where plans can change and evolve as our thinking evolves.
- Can think independently about what's needed rather than being told what to do.

How to apply

Please send the following to hello@yorktogether.org by midnight on Sunday 25th October 2026.

1. Your CV (max 2 pages)
2. A covering letter (max 2 pages) OR a recorded video outlining how your experience and values matches who we are looking for and why you want the job.

If you have any questions, please contact Anjelica at anjelica@yorktogether.org

Why join York Together?

Emmie, who is going to maternity leave has this to say about working at York Together:

“Working with York Together is a unique experience, as you’re free to be entirely yourself. You feel genuinely held and supported, and you’re surrounded by people who really care about what they’re doing. York Together encourages each member of the team to share their own ideas, think differently and try things that might not have been done before.”

York Together is at an exciting stage in its development. We have recently become a Community Benefit Society, opening up new possibilities for how we are governed and how we work alongside our communities.

To give you a bit of an idea of what we've been up to - through our regular STEW events we bring people together and direct funding to groups that often struggle to access traditional sources of support. We are also launching a new participatory grant-making project in Micklegate Ward, placing local people at the heart of funding decisions. Alongside this we are starting to be truly embedded in the city as a trusted organisation for community organisers and activists.

This role is an opportunity to help us shape what comes next and because we are a small team you will have significant influence over our next steps.

Accessibility

York Together is committed to being an accessible and inclusive employer. We are really conscious about living our values.

We recognise that everyone has different needs, circumstances and strengths, and we will work with applicants to implement reasonable adjustments that enable them to thrive in their role. This may include flexible working arrangements, adapted recruitment processes, specialist equipment, adjustments to working practices, or other support tailored to individual needs.

Just let us know what you need in your application or during interview, and we will endeavour to provide it.

We are committed to removing barriers to participation and creating a workplace where everyone can contribute fully.

More about York Together

A popular tourist destination, York's historic town centre may look picture-postcard, prosperous and progressive, but poverty, inequality and injustice persist. We focus on the sparks of change already burning across the city: grassroots projects, local groups, and community campaigns led by people with lived experience of the issues they're taking on.

[Read more about our approach](#)