The Besom in York

Charity Manager - Job Specification

Job Title	Charity Manager
Reports To	Board of Trustees
Manages	Volunteers
Hours	15 hours, to be worked flexibly. May include evenings and weekends.
Duration	12 month fixed term contract, with potential to extend.
Salary	£11,200 - £12,000 per year (FTE £28k - £30k)
Location	Working from home with some travel, including to Living Word Church, Huntington.
Leave	10 days annual leave per year plus 3.2 days public holidays (FTE 25 days annual leave per year plus public holidays

Job Purpose

The Manager will lead and develop the strategic and operational responsibilities of the charity, in order to serve and promote its charitable objectives.

The Besom in York is a Christian charity which is set up to help Christians and churches serve those in need in their area. Our vision is to be a bridge between those who have time, money, skills or items to give and those who need them. We hope and pray that those who give through Besom will learn more about God's heart for the poor and that their relationship with Him will grow deeper as a result.

The Besom in York is part of a The Besom Network - a national network of 19 Besoms throughout the UK.

Bundles of Joy is our sibling organisation that is overseen by The Besom in York. It receives and delivers items to families and children up to the age of 2.

Main Responsibilities

Strategic and Development Responsibilities

- Lead in strategic planning, setting goals for both the short and long term, working with the Trustees.
- Provide regular and timely feedback to the Trustees, including on day to day operations, finances, and provide recommendations for improvement.
- Carry out, review and summarise feedback from service users and partners.
- Produce an annual Impact Report, and share externally.
- Develop and review policies and procedures along with the Trustees
- Develop and maintain relationships with The Besom Network, other charities, churches and other local partners.
- Speak at and represent The Besom in York and Bundles of Joy at churches and events in the city.

- Ensure our values, ethics, policies and procedures are being upheld in all charitable activities.
- Be a prayerful visionary, and look for ways to make prayer central to all meetings and activities.
- Have oversight and organise where necessary all charity activities, for example, individual and group time giving opportunities such as van runs, decorating and gardening projects.
- Enable effective giving opportunities for individuals and churches, for example financial giving, giving of items etc.

Volunteer and Discipleship responsibilities

- Manage volunteers, with pastoral support and discipleship.
- Ensure that volunteers for teams and projects are recruited and inducted safely, including completing appropriate DBS checks.
- Support and train volunteers to lead and deliver some charity operations.
- Have oversight of Bundles of Joy volunteers.
- Maintain relationships with Living Word Church
- Organise and lead a weekly prayer meeting for volunteers and Trustees.

Administrative and Financial Responsibilities

- The Manager will be the Designated Safeguarding Lead - overseeing appropriate safeguarding policies and procedures, volunteer recruitment and training and ensuring regulatory compliance.
- The Manager will be the Data Protection Lead - overseeing the charity's privacy framework, regulatory compliance, and data risk management.
- Operational oversight of IT and administrative systems, ensuring they are robust, comprehensive and efficient.
- Manage internal and external communications, including, but not limited to: social media, newsletters, and updates to volunteers, Trustees, churches and external charities.
- Manage purchases, filing receipts, tracking spending in line with budget.
- Liaise regularly with the Treasurer regarding the financial position and adjust spending accordingly.
- Liaise with churches with the aim to increase prayer support and participation.
- Ensure the van is kept up to date with MOT, insurance, tax and maintenance requirements.
- Renew annual liability insurance in collaboration with other Besoms.

Terms and Conditions

- The above job description is not exhaustive and the post-holder should expect to undertake such tasks as may reasonably be expected within the scope of the post, as required by the Trustees.
- The Manager will be a committed Christian, a person of prayer and a worshipping member of a Christian church in York.
- The Manager will be required to comply with our safeguarding policy and practices as part of the recruitment process, including screening through an enhanced DBS check.
- Confirmation of appointment will be subject to the satisfactory completion of a 3 month probationary period.
- Applicants should ideally have a UK driving license and access to a car (mileage rates will be paid in accordance with HMRC AMAP rates).
- Applicants must be eligible to work in the UK.

APPLICATIONS

To apply please complete the application form and email it to the trustees by the **closing date - 27th November 2026.** If you would like to discuss this role further please contact the trustees to arrange an informal conversation.

Interviews will be held on Monday 7th December 2026.

REASONABLE ADJUSTMENTS

We are committed to making our recruitment process as inclusive as possible, if you need any adjustments or accommodations as you apply, please contact the trustees.

trustees@thebesominyork.co.uk