



Applicant Pack –Youth Trust Manager

Dear Prospective Applicant

We are delighted you are interested in our role. We hope this information gives you all you need work out if it's the position for you. If you have any further questions about the recruitment process, or the role itself, please contact Helen Owen (email: info@hitchinyouthtrust.co.uk) to arrange a date and time for a phone call.

About Hitchin Youth Trust:

Hitchin Youth Trust is a registered charity whose aim is to encourage activities and support local young people up to the age of 26.

We help clubs, associations, educational groups and individuals. We also have rooms available to use for groups and activities as well as a charity hub which offers office space and meeting rooms for youth charities to use.

To find out more about us, take a look at our website:-

www.hitchinyouthtrust.co.uk

The Role:

The role of Youth Trust Manager is a key role within the charity. We require someone who can work independently and has a proactive approach to a variety of tasks. We are looking for an enthusiastic and self-motivated individual. You will need to be organised and with experience of administration work including financial detail as well as a people person who is comfortable with talking to people from all walks of life.

Every day is different and the role requires someone who is happy to liaise with Directors of other charities one minute, check toilet roll supplies another and attend investment meetings in London the next.

As our Youth Trust Manager you would be the only employee of the charity. You would be working as part of a team of engaged and forward thinking Trustees.

What we can Offer You

A fabulous job: where you will make a real difference to the lives of children and young people in our community.

Remuneration: £16,000 - £17,142 for 20 hours per week (£28,000–£30,000 pro rata based on FTE of 35 hrs/week) Salary dependent on experience.

Hybrid working, and flexibility around working hours.

Pension: 3% employer contribution plus 5% minimum employee contribution.

Holidays: 33 days per year pro rata (inc. bank holidays). This equates to 132 hours based on a 20-hour week.

Support for your professional development.

Free on-site parking during working hours.

To apply:

Please apply via Charity Jobs. You will need to upload your CV, and a supporting covering letter which explains clearly to us what makes you a great fit for our role. Please ensure you provide full details of 2 referees (references will be taken up at offer stage only).

Closing Date: 5pm Wednesday 8th July 2026

Interview Date: Monday 20th July 2026

We look forward to receiving your application.

Yours

Geraint Edwards
Chair, Hitchin Youth Trust

Charity Registration Number: 302398
Company Number: 00399872

Hitchin Youth Trust – JOB DESCRIPTION

Charity Registration Number: 302398

Company Number: 00399872

Position: YOUTH TRUST MANAGER

Part-time: 20 hours per week plus up to 2 evenings a month, 3 full days a year in London. Additional hours may be required as agreed with the line manager. The postholder is also an emergency out of hours contact (buildings).

Holiday: 33 days per year pro rata (inc. bank holidays). This equates to 132 hours based on a 20-hour week.

Working Pattern: To be agreed prior to appointment

Contract Type: Permanent

Location: 111 Walsworth Road, Hitchin, Hertfordshire SG4 9SP

Line Manager: Hon Secretary (Trustee)

Core Functions

1 Financial management

- Working closely with the Treasurer (Trustee) and Investment Chair (Trustee) maintain financial records
- Reconcile income/expenditure records
- Liaise with the investment broker, banks and auditors
- Monthly bank reconciliations (Sage or other accounting package)
- Monthly performance reports

2 Grant applications/awards

- In liaison with the Honorary Secretary & Chair of the Grant Aid
- Receive, log and monitor grant applications
- Advise applicants on eligibility. First review of applications. Liaise with applicants to ensure required documentation is submitted
- Prepare summaries for trustees
- Issue grant award letters and payment instructions
- Process grant payments and maintain accurate log (Excel and Sage or other accounting package)

3 Represent the Trust

- External networking – represent and promote the Trust
- Maintain/update website
- Maintain/ develop social media posting
- Marketing – keep up to date and aware of local opportunities to promote the Trust

- Manage/enable events required either for the running of the Trust or to promote the Trust

4 Trustee Clerking

- In liaison with the Chair & Honorary secretary
- Prepare agendas and circulate papers for Trustee meetings
- Draft minutes
- Maintain policy documents
- Prepare information for accountant to produce the annual report and audit the Trust
- Maintain records and returns for Companies House and Charity Commission

5 Buildings & facility management

- In liaison with Fabric Chair (Trustee), manage the building, ensuring good maintenance and health and safety compliance
- Manage bookings for the building, and act as first point of contact for users
- Manage the cleaning of the building; ensure cleaning and toiletry products are provided
- Engage with building users, promoting collegiality within the Hitchin Charity Youth Hub
- Liaise with security company who act as primary key holder contact
- Liaise with maintenance companies to ensure issues and repairs are dealt with promptly
- First point of contact during office hours for alarm and maintenance issues
- Key holder – listed as a contact with the security company and alarm company as well as users of the building

6 General office administration

- Act as first point of contact for the Trust – phone, email, social media
- Maintain an annual calendar of key dates
- Ensure the Trust's operation is compliant in terms of legislative and wider best practice eg Charity Commission returns, employment and operational policies etc, arranging audits as required
- Ensure GDPR compliance (general housekeeping/day to day operational compliance)

7 Professional development

- To develop professionally, keeping up to date with relevant legislative changes and developments in good practice where these impact on the charity, in line with agreed objectives through the annual performance appraisal process.

8 Any Other Duties

- Any other duties required that the Trust may reasonably ask the post-holder to perform

Please note this job description is non contractual and may be varied by Hitchin Youth Trust to meet the charity's needs. Significant changes will be in consultation with the postholder.

Person Specification

Essential

- Confident working with financial systems and spreadsheets
- Strong organisational skills, confident and effective administrator
- Experience working to deadlines with a high level of accuracy and attention to detail
- Able to demonstrate excellent stakeholder engagement, building strong and effective relationships across
- Good written and verbal communication skills
- Enjoys autonomy
- Re Board meetings - able to work occasional evenings (c2pcm - planned and agreed in advance)
- Good IT skills (Word, Excel, email systems)
- Able to manage sensitive information with discretion
- An interest in the charity's objectives namely supporting children and young people in the Hitchin area

Desirable

- Proven experience in a financial or finance-focused administrative role
- Experience of maintaining accurate financial records, including income, expenditure, and reconciliations
- Experience of using accounting or finance software
- Experience of financial bookkeeping
- Experience of providing admin support to Trustees, or clerking committees
- Practical knowledge of the local voluntary/not for profit sector
- Experience of buildings management / facilities management