

Charity Administrator

Organisation: The Branch Trust (CIO)

Location: In person, Chipping Norton, Oxfordshire

Salary: £20,480 (gross)

Benefits: 4% workplace pension contribution, five weeks paid annual leave

Hours: Part time, 24 hours per week

Start Date: Spring/Summer 2026

Reporting To: CEO

About The Branch Trust

The Branch Trust is a charity established in 2020, growing out of the outreach work of St Mary's Church, Chipping Norton. We serve communities across Chipping Norton and surrounding villages, with a particular focus on the most deprived areas of West Oxfordshire, where barriers to accessing support can prevent individuals and families from thriving.

At the heart of our work is a deep commitment to listening carefully to the real challenges faced at grassroots level and responding in a dynamic, innovative way. Our approach brings together voluntary organisations, statutory services, and local community networks to create joined-up, practical support that treats people as whole individuals. This collaborative, holistic model—rooted in the life of the community—is something we believe can serve as a blueprint for others seeking to address complex social needs in meaningful and sustainable ways.

Driven by our Christian faith, we work alongside partners to support, encourage, and empower people of all ages, backgrounds, beliefs, and circumstances. With strong local backing, we have raised over £4 million to develop a central community hub in Chipping Norton, providing a base from which this integrated support and outreach can grow and flourish.

As our work continues to expand, we are seeking a Charity Administrator to play a vital role in ensuring that our governance, systems, and operational processes are strong and sustainable, enabling our outreach services to scale while remaining deeply rooted in the needs of the communities we serve.

Role Purpose

The Charity Administrator is responsible for governance support, HR operations, organisational systems, compliance, and internal processes. The role ensures the charity's operational infrastructure runs smoothly and supports the staff and volunteer team effectively.

Working closely with the CEO and Trustees, the Charity Administrator will maintain, update and implement robust systems, oversee administrative and organisational processes, and support the charity's ongoing growth and impact.

Key Responsibilities

Governance and Compliance

- Ensure the charity operates within appropriate governance structures and Charity Commission requirements.
- Act as the organisational lead on statutory and regulatory compliance, including GDPR and Health & Safety.
- Work with staff and Trustees to keep charity policies up to date and ensure they are implemented across the organisation.
- Support the preparation and collation of the charity's Annual Impact Report.
- Liaise with the Charity Commission where required.

Organisational Operations

- Oversee the internal operations and administration of IT, HR, and legal processes.
- Support the daily running of the charity, including systems, processes, and management of organisational infrastructure, working alongside the Operations Manager.
- Work alongside the Finance Manager to approve payments and expenses.
- Help establish and maintain operational processes that enable the charity to grow sustainably.

HR and Team Support

- Support recruitment, onboarding, development, and retention of staff and volunteers.
- Maintain accurate personnel records for staff and Trustees.
- Contribute to the wellbeing and effectiveness of the team through strong organisational support, including Staff and Volunteer Handbooks.
- Attend weekly staff meetings and contribute to team life, including leading a time of worship once per quarter.

Data and Systems Management

- Oversee the charity's IT contracts and liaise with the system providers regarding improvements or issues.
- Support staff in maintaining accurate data input and conduct regular data checks.
- Produce data reports as required and manage any data breaches appropriately.
- Ensure data is managed in line with GDPR and organisational policies.

- Support procurement, implementation, training and effective use of the charity's CRM system.

Communications and Website (optional, for discussion)

- Help implement the charity's communications strategy across the website, social media, and newsletters.
- Oversee and update website content in collaboration with external providers and the communications team.
- Assist in producing newsletters, leaflets, signage, and other communication materials.

Person Specification

Essential Skills and Experience

- Strong organisational and administrative skills with excellent attention to detail.
- Ability to work independently while collaborating effectively with a team.
- Experience supporting organisational operations, governance, or administration.
- Good understanding of data management and confidentiality.
- Strong communication and relationship-building skills.
- Ability to manage multiple tasks and priorities.

Desirable Experience

- Experience working within a charity or non-profit organisation.
- Familiarity with Charity Commission requirements and governance practices.
- Experience with CRM or data management systems.
- Experience supporting HR or operational processes.

Personal Qualities

- Highly trustworthy and reliable.
- Proactive and solution focused.
- Committed to supporting the mission and values of The Branch Trust.
- Comfortable working in a faith-based organisational environment.

Additional Information

- Reports directly to the CEO under the governance of the Board of Trustees.
- This job description outlines the main duties of the role but is not exhaustive.
- The appointment is subject to an Enhanced DBS check.
- Genuine Occupational Requirement (GOR): practising Christian. The post holder will participate in and occasionally lead short acts of worship within team meetings and uphold the Christian ethos of the organisation.
- Training and development opportunities will be provided.