

## CHARITY MANAGER

Universify Education is looking for a **motivated and organised Charity Manager** to manage the charity's key organisational functions and contribute to the long-term growth of the charity.

### Job Summary

- Contract type: Permanent. Full-time and part-time options
- Start date: March/April 2024 or as soon as possible
- Salary: £28,000-30,000 based on experience
- Location: Hybrid working. Based in Oxford or Greater London and able to travel to Oxford 1-2 times a fortnight and spend 2 months a year in Oxford during course delivery.

### The Charity

Universify exists to create a fairer, more equal society where every young person can fulfil their potential regardless of their background. We equip young people from low socio-economic and underrepresented backgrounds with the skills, knowledge, and belief to fulfil their potential through education.

We work with Year 10-11 students (aged 14-16) to increase their aspirations, improve GCSE attainment and to gain a greater understanding of post-18 pathways, particularly university, to make a more informed decision about their future. To achieve our aims, we run a year-long programme, starting with a week-long summer residential at partner universities, monthly coaching sessions with Universify coaches and a 3-day GCSE-focused revision residential at Spring.

## ABOUT THE ROLE

As the **Charity Manager**, you will oversee business-as-usual functions and facilitate the growth, sustainability and development of Universify. This will be through line management and nurturing of Universify staff, managing finances, and overseeing the implementation of fundraising and governance strategies to create the foundations for continued success and the ability to increase our impact.

As well as overseeing the charity's fundraising, you will have responsibility for the charity's governance requirements and you will work with the CEO and COO in evolving the charity's strategy and reviewing priorities on a regular basis. This role has the potential to lead to C-suite management of the charity. As a part of the safeguarding team and the manager of the charity CRM, you will be integral to the smooth running of the charity.

### Who is this role for?

The role will suit someone who has experience in the charity sector or in senior management, with particular experiences in charity fundraising, finance, HR or governance. This is a varied role which will involve communicating with very different stakeholders, ranging from our board of trustees to corporate partners. Ultimately, the role is best suited to someone who enjoys working closely with a small, internal team,

who is highly motivated, and determined to drive this growing charity's success through ensuring the day-to-day functions of the charity are streamlined and effectively run.

### **Main Duties**

- Oversee Universify's fundraising and finances to ensure ongoing sustainability of the charity including
  - Working with the Senior Fundraising Officer to develop and implement the fundraising strategy
  - Overseeing corporate fundraising and diversifying income streams
  - Writing and reviewing fundraising applications
  - Creating and managing the budget
- Prepare board papers for and work with the board of trustees to ensure good governance and compliance and legal requirements are met
- Work actively with the CEO and COO to set and implement strategic decisions and planning
- Provide leadership through line managing the Senior Fundraising Officer
- Oversee HR and payroll and manage the charity's policies
- Provide expertise as a Level 3 safeguarding lead as part of the safeguarding team
- Manage the charity CRM (Salesforce)

### **SKILLS AND EXPERIENCE**

#### **Required skills and characteristics**

- Ability to prioritise long-term and short-term projects
- Excellent time management and project management abilities to set and meet deadlines and use time effectively
- Ability to create and maintain relationships with a wide range of stakeholders including corporate partners, donors, the trustee board and Universify head office team
- Able to identify opportunities to raise funds and fundraise successfully
- Organised, adaptable and takes responsibility for critical projects
- Ability to work independently and communicate progress
- Strong attention to detail and accurate with handling information, especially for policies, compliance, and finances
- Strong decision making skills
- Works well in a small team and is interested in working in a small organisation

## Required experience

We are looking for candidates with experience in **some or all** of these areas:

- 2+ years' experience of sales and/or knowledge and experience of third sector fundraising and fundraising strategy
- 2+ years' experience managing and reporting on several simultaneous projects
- 1+ year's experience of staff/ team management and line management
- 1+ year's experience managing any of finances, CRMs, governance or HR

## Desirable experience

- Track record of fundraising success and identifying new opportunities to raise funds
- Experience of maintaining good governance (risk register, charity compliance)
- Experience managing finances, including budgeting, /financial planning, and management, and bookkeeping/accounting
- Experience of strategic development
- Previous experience working within the UK secondary education sector and knowledge of the UK university access and outreach sector
- Experience working with young people, especially vulnerable young people, and previous experience of running residential programmes for young people
- Qualified Level 3 safeguarding lead
- Ability to develop a CRM (Salesforce)
- Knowledge of HR policies and practice

## APPLICATION

Please download and complete an [application form](#) and email it to [recruitment@universifyeducation.com](mailto:recruitment@universifyeducation.com). Applications close on 4<sup>th</sup> February 2024.

Successful candidates will be invited to interview. **First round interviews will be held online on Thursday 8<sup>th</sup> February 2024. Second round interviews will run during the week commencing Monday 12<sup>th</sup> February 2024.**

We want all our team members to feel supported and listened to. We are happy to discuss any adjustments to the application process or role that you may require. For more information, please email [recruitment@universifyeducation.com](mailto:recruitment@universifyeducation.com)



## ABOUT US

Since we were founded in 2016, Universify has grown quickly. In 2016 we had one part-time staff member, one university college partner and 41 participants on our programme. Today we're a team of six staff and supporting over 120 participants to attend our programmes in Oxford and have supported over 1000 students. Our programme is continually oversubscribed, and we want to meet the growing need for our work by expanding to universities beyond Oxford. We aim to continue to refine our programme and increase our impact in partnership with other charities in the sector.

To help us fulfil these aspirations, we're seeking dynamic individuals who want to be part of a successful small charity who can help shape our future growth.

## WORKING AT UNIVERSIFY

All permanent staff at Universify receive

- 25 days paid holiday, plus 8 bank holidays
- Employer contribution to pension scheme
- Flexible working hours outside delivery periods
- Hybrid working (in-person and online) outside delivery periods
- Individual training budget and dedicated time with your line manager to create a personal training and development plan
- Regular team days, socials, and team welfare initiatives



"Working for Universify was a total joy. The team are tirelessly supportive, always finding time to check in, answer questions and listen to how your day is going. If you are looking for a fast-paced job where you're encouraged to be creative and find new ways to tackle educational inequality, I wholeheartedly recommend Universify."

**Kirsty Hardwick, Employee, 2020-2022**

**SAFER RECRUITMENT**

Universify Education is committed to safeguarding and protecting children. We check references and undertake enhanced Disclosure and Barring Service (DBS) checks to ensure all staff are suitable to work with children.

Please note that all personal information submitted via our application form will be treated in accordance with our data protection policy.