



Head of Skillway Operations

Salary: £38,000 - £42,000
Location: Skillway Workshop in Godalming, Surrey
Contract: Permanent after probationary period
Hours: 40 hours per week, Term time (plus occasional events)

Skillway Overview:

Skillway (part of the Warehouse Christian Trust) is dedicated to supporting vulnerable young people by providing them with essential life skills through hands-on training in metalwork, woodworking and crafts. The charity aims to develop both practical vocational skills and personal growth, fostering self-confidence, resilience, and employability in a safe, supportive environment.

Job Purpose:

The Head of Operations at Skillway oversees all operational aspects of this arm of the charity, ensuring the successful delivery of all our educational programmes. This role requires strong leadership, strategic vision, and day-to-day management, including student recruitment and retention, staff oversight, fundraising, and partnership management. The ideal candidate will be passionate about social impact and committed to improving the lives of vulnerable young people.

Key Responsibilities:

1. Management and Delivery

- Oversee the design, implementation, and continuous improvement of training in woodwork, metalwork and other crafts.
- Ensure the training meets the educational and personal development needs of vulnerable young people.
- Monitor student progress, providing support to overcome barriers and ensuring high-quality, impactful learning experiences.
- Develop new initiatives and adapt the existing training programmes to meet the evolving needs of students, schools and the community.
- Develop a long-term strategy for the growth of Skillway.
- Set and model high standards for the staff team, volunteers and students.
- Site housekeeping and management of Skillway's woodland site.

2. Leadership and Staff Management

- Lead, motivate, and manage a team of staff and volunteers.
- Promote a positive and inclusive workplace culture, fostering professional development and ensuring that all staff members are supported.
- Manage recruitment, training, and performance of staff and volunteers.
- Ensure the health, safety, and well-being of all participants and staff including responsibility for risk assessments.
- Develop and apply our safeguarding policy as Designated Safeguarding Lead.

3. Strategic Planning and Development

- With the Board of Trustees, develop and execute the charity's strategic goals.
- Develop and manage the charity's budget and resources to ensure financial sustainability and impact.
- Identify and pursue new opportunities for growth, including partnerships, new funding streams, and relationships with local schools, businesses and other community organisations.
- Maintain effective and safe digital organisation of key data.
- Support the other arm of our charity - The Camino Café - as and when required.

4. Fundraising and Financial Oversight

- Lead fundraising efforts to secure funding from diverse sources, including grants, donations, corporate sponsorships, and fundraising events.
- Oversee the preparation of funding applications and reports for donors and grant-making bodies.
- Maintain financial oversight, ensuring effective use of resources, monitoring expenses and reporting financial performance to the Board using Quickbooks as the primary accounting and reporting tool.
- Improve branding and awareness of Skillway and its aims and purpose.

5. Stakeholder Engagement and Advocacy

- Build and maintain relationships with key stakeholders, including local authorities, schools, community groups, donors, and business partners.
- Represent the charity in public and at events, advocating for the charity's mission and the importance of vocational education for vulnerable young people.
- Ensure the charity's work is widely known and respected in the community.

6. Monitoring, Evaluation, and Reporting

- Implement systems for monitoring and evaluating the impact of Skillway's work.
- Gather feedback from participants, staff, and stakeholders to assess programme effectiveness and make improvements.
- Provide regular updates and reports to the Board of Trustees, funders, and other stakeholders on the charity's impact and outcomes.

Qualifications and Experience:

Essential:

- Proven experience in a management role, ideally within the charity or education sector.
- Background in vocational education, youth work, or a related field, with a focus on supporting vulnerable young people.
- Experience in leading and managing a diverse team, with the ability to inspire, support, and develop staff.
- Excellent organisational and project management skills, with the ability to handle multiple priorities effectively.
- Demonstrated ability in fundraising, securing grants, and building donor relationships.
- Knowledge of financial management, budgeting, and reporting.
- Strong communication and interpersonal skills, with the ability to engage and build relationships with a variety of stakeholders.
- A commitment to the mission and values of the charity.

Desirable:

- Experience in working with metalwork, woodworking, or a related technical skill.
- Familiarity with the challenges faced by vulnerable young people and the ability to create a supportive and empowering learning environment.
- Experience working with boards of trustees or governance bodies.

Personal Attributes:

- Innovative and proactive, with the ability to think creatively and solve problems.
- Empathetic and understanding, with a genuine commitment to supporting vulnerable individuals.
- Strategic thinker, able to balance day-to-day operations with long-term planning and development.

Application Process:

To apply, please submit your CV and a cover letter outlining your relevant experience and motivation for applying to: jobs@warehousechristiantrust.org

The closing date for applications is: Monday 8th June 2026

Interviews will be held: 18 / 19 June 2026

We are an equal opportunities employer and welcome applications from all sectors of the community. We are committed to safeguarding and promoting the welfare of young people, and successful candidates will be required to undergo an enhanced DBS check.