



Overview

Chapter2 is a growing charity that is uniquely focused on helping one of the most at-risk groups within our communities: fatherless boys. Millions of boys in the UK are growing up without any meaningful contact with their father and the consequences can be profound. Chapter2 is combatting this worsening trend across Reading by offering dedicated long-term male mentors for fatherless boys.

This role is an exciting opportunity to join the charity during an exciting period of growth. This role is ideally suited to a self-starter who is detail-oriented and able to prioritise their workload.

This is a part-time position of 22.5 hours per week, which includes occasional out-of-office and evening work.

As a charity with a Christian ethos our work is inspired and guided by our faith and therefore, under the Equality Act 2010, this post has an occupational requirement to be a Christian.

The role will require the successful candidate to have a DBS Enhanced Disclosure.

Applications close on 12 noon Friday 18 September

Interviews will be held w/c 28 September 2026.

Job description: Office Manager

Job purpose: Support the continued growth of the charity by providing general administrative support across Chapter2.

Charity values: Each member of the team strives to embody our values of dignity, empathy, trust, excellence and being Christ-centred.

Location: Reading Area. Predominantly home-based. Requires regular face-to-face meetings in the Reading Area.

Position reports to: Director of Mentoring

Length of contract: Initially, this is a one-year contract with a 6-month probationary period.

Salary: £28,000 - £32,000

Main Duties and Areas of Responsibility



1. **Data Management:** Maintaining our customer relationship management system (we use Charity Suite; you will be provided with training on how to use this system).
2. **Finance:** Managing accounting system, payroll, expenses and pension.
3. **Activities:** Researching, budgeting and organising group activities (e.g., once a month), mentor socials (e.g., 3 x per year), and guardian socials (e.g., 2 x per year). Sending out invites and reminders. Attending some of the group and social activities.
4. **Supplies:** Ordering ad hoc supplies like anniversary gifts, ID badges, etc.
5. **Guardian Support:** Supporting with ad hoc projects like Giving Tree, Summer Essential bags, and other opportunities offered to support local families.
6. **Communications:** Supporting the development of a marketing and social media strategy (gathering images and stories, creating social media posts, monitoring social media platforms, etc.).
7. **Charity Promotion:** Ordering promotional items.
8. **Annual Fundraising Event Support:** Administration of JustGiving page, registrations, reminders, gifts, etc.
9. **Clerical:** Taking and disseminating weekly team notes
10. **Faith alignment:** must be a Christian (occupational requirement under the Equality Act 2010 due to faith-inspired projects).
11. **Wider charity support:** contribute to wider charity activity through attendance at non-mandatory trainings, group activities and other events to support the growth of the charity.

Skills and experiences

Essential

- High level of initiative.
- Ability to work independently and prioritise workload.
- Excellent verbal and written communication skills.
- Excellent organisational skills.
- Experience or capacity to support with finance tasks (e.g., managing basic accounting, payroll, expenses).
- Experience in budgeting and organising events and group activities.
- IT literate and proficient with common applications such as Microsoft Word, Excel, Outlook and PowerPoint as well as web-based applications.
- Willingness to learn.
- Excellent interpersonal skills and comfortable working within a small team and managing multiple work-fronts.



- An understanding and passion for helping vulnerable young people.

Desirable

- Experience with managing databases such as Charity Suite.
- Experience in the charity/non-profit sector.
- An understanding of early life trauma and its impact on young people.
- Experience using design applications like Canva or similar.