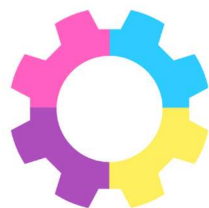


Recruitment Pack

Charity Director



GENERATE

ACCEPTANCE. SUPPORT. CONNECTION.

Recruitment Pack



Charity Director

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Welcome

Thank you for your interest in joining Generate as our new Charity Director.

This is an exciting opportunity to lead a values-driven charity that works to support the wellbeing of transgender, non-binary, gender-diverse and gender-questioning adults across North Yorkshire.

As Charity Director, you will play a pivotal role in shaping the future of the organisation, working closely with our Board of Trustees, staff, freelancers, volunteers, members and partners to deliver meaningful impact.

We are looking for a collaborative and strategic leader who can balance vision with practical delivery. You will help strengthen our sustainability, build relationships across the sector, secure funding, and ensure that Generate continues to provide safe, inclusive and responsive support for the communities we serve.

If you are passionate about community-led change and have the leadership, fundraising and organisational development skills to help a small charity thrive, we would be delighted to hear from you.



About Generate

Generate is a small, grassroots organisation which was first established in 2011 as a volunteer-led initiative providing monthly peer support groups for transgender, non-binary, gender-diverse and gender-questioning adults in York.

Since then, Generate has grown in size and scope, now providing a range of support services across North Yorkshire. We registered as a charity in 2022, and celebrated 15 years of Generate this year.

Our services include peer support groups, counselling, mentoring, outreach, activities and events. We are also currently developing an advocacy programme.

Our vision: We envision a society where transgender, non-binary and gender-diverse people thrive within accepting and supportive communities.

Our mission: Our mission is to connect and empower transgender, non-binary and gender-diverse individuals by improving mental health and wellbeing, boosting self-confidence and strengthening resilience.



Application Process

How to apply

Please submit:

- A CV
- A covering letter of no more than two pages, outlining why you are interested in the role and how your skills, experience and values meet the requirements of the role

Applications should be submitted by email to recruitment@generate.org.uk, with your CV and covering letter attached. Please include “Charity Director” in the subject line of your email.

Application deadline: 12pm Tuesday 21st July 2026

Interview Process

Shortlisted candidates will be invited to attend an interview and complete a 10-minute presentation.

Further details regarding the presentation topic and interview format will be provided to shortlisted applicants.

Interviews are currently expected to take place week commencing 27th July.

Safeguarding

The role will require a satisfactory Enhanced DBS check.



Role Description

Job Title: Charity Director

Reporting To: Chair of Trustees

Direct Reports: Deputy Director (Fixed term post to support transition and reviewed at end of term) , 2 x Coordinators

Hours: Part-time, 21-28 hours per week

Salary: £36,000 - £40,000 FTE depending on experience (pro rata based on a 35-hour week)

Contract: Permanent

Location: Home-based, with regular travel into York and occasional travel across North Yorkshire

Purpose of the role

The Charity Director will provide strategic and operational leadership for Generate, ensuring the organisation effectively delivers its mission and charitable objectives.

Working closely with the Board of Trustees, the postholder will lead organisational development, fundraising, governance, financial management, stakeholder engagement and team leadership. They will be responsible for implementing the strategic plan and ensuring the charity remains sustainable, effective and responsive to community needs.



Key Responsibilities

Strategic Leadership

- Working with the Board to provide overall leadership and direction of Generate, to ensure it delivers its mission and charitable objectives.
- Leading the delivery of the strategic plan to support the charities long-term sustainability and growth, working with the team to develop and deliver the strategy through ambitious, but achievable, annual operational, risk, fundraising and budget plans to the Board.
- Identify innovative projects and ideas that better support members and turn these into workable project plans to meet the strategic objectives.
- Maintain organisational and project tracking process and system to better understand organisational performance, including finances, providing analysis and future projections to support development of strategy and fundraising.
- Monitor and evaluate the effectiveness of development programmes and initiatives, making adjustments as needed to achieve targets.
- Contribute to a culture of inclusive and effective working across the charity, ensuring people are valued, supported and developed to excel and achieve our plans.
- Collaborate with colleagues to develop and refine programmes and services that meet members needs and align with the charity's mission.

Fundraising and Income Generation

- Develop and deliver a fundraising strategy to maximise fundraising ROI in an ethical way that is compliant with relevant legislation.
- Proactively identify and pursue diverse income opportunities, creating a blend of grants, self-generated income, membership and donations.
- Cultivate and steward strong relationships with current and prospective funders, partners, and stakeholders to build long-term support.
- Support the design and execution of fundraising campaigns and events, ensuring alignment with the organisation's strategic goals.
- Draft compelling, well-researched funding proposals and applications that reflect the organisation's goals and priorities.

Financial Management

- Manage the organisational budget, liaising with the bookkeepers to ensure management accounts and year end accounts are completed accurately and on time
- Assist the team in mapping out costs and budgets for upcoming and potential events to ensure financial viability.
- Ensure the best use of our resources and remain financially strong.
- Ensure compliance with regulatory requirements, such as the Charity Commission and SORP, and with internal policies and procedures.

- Ensure that robust safeguards are maintained to minimise the risk of fraud or misuse of assets.
- Produce and deliver on a realistic Financial Strategy and annual budget.

Stakeholder Engagement

- Build and maintain strong relationships with key stakeholders, including donors, collaboration partners, community leaders, and other organisations.
- Identify and engage key stakeholders to develop and maintain networks of support and influence at a local, sector and regional level.
- Amplify testimonials from past beneficiaries to showcase Generate's impact in donor communications, funding proposals and outreach.
- Represent the organisation at external events and meetings to promote its mission and secure new partnerships.
- Facilitate effective communication and collaboration across staff, freelancers and volunteers to ensure a unified approach to work and development.

Communications and Marketing

- Implement a marketing strategy and plan in support of the strategy.
- Ensure that Generate's digital spaces are maintained to a high standard and are workable and safe to access environments.
- Keep abreast of developments and policy changes across the health and charity sector, ensuring these are communicated / responded to appropriately in support of members.
- Ensure that effective communication and support is maintained internally between all staff, freelancers and volunteers.

Support Functions

- Ensure that our work and policies are developed and implemented, and reviewed with the Board regularly, and are compliant with the law and regulatory frameworks.
- As the Designated Safeguarding Lead, ensure that safeguarding procedures are effectively implemented across all services.
- Ensure staff and volunteered are trained and supported to maintain a safe environment in line with safeguarding policies and procedures.
- Develop and deliver an effective HR strategy to maximize the contribution people make to our work.
- Develop and maintain effective operational and financial information management systems.
- Prepare Board reports and attend meetings to present papers and support the Board.
- Undertake other duties related to the work of the charity. This is not meant to be an exhaustive list of duties. The need for flexibility is required. We are a small team, and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.



Person Specification

Skills, Knowledge and Experience	Essential	Desirable
At least 2 years' experience in a development, managerial or fundraising role in a comparable charity or business, with both strategic and day-to-day operational responsibilities.	✓	
Experience of working with or on a Board of Trustees, including e.g. knowledge of charity governance, setting agendas, researching and preparing reports.	✓	
Strong strategic thinking, planning and problem-solving skills.	✓	
Understanding and knowledge of budgeting and strategic charity financial management.	✓	
Proven track record of securing funding from various sources, including grants, sponsorships and partnerships.	✓	
Excellent communication and interpersonal skills with the ability to manage multiple stakeholders	✓	
Demonstrable experience in building and maintaining relationships with strategic stakeholders, such as donors or key collaborators.	✓	
Ability to manage multiple projects and priorities simultaneously, with strong attention to detail, using relevant software (including Google Workspace, Monday.com and finance software such as Quickbooks), keeping accurate and up-to-date records, and prioritising between competing tasks.	✓	
Experience of developing processes and procedures and making improvements for efficiency and impact.	✓	
Self-motivated and able to work autonomously, take initiative, and make decisions.	✓	
Knowledge of developing HR processes and policies and ability to take the lead in implementing these across an organisation.	✓	
Knowledge of the issues facing trans and non-binary and wider LGB+ communities.	✓	
Lived experience or experience of working or volunteering in the LGBT+ sector (please note we do not wish anyone to feel they must 'out' themselves).		✓
A knowledge and understanding of safeguarding and GDPR and a commitment to creating environments that support Diversity, Equity and Inclusion.		✓

Experience of using a CRM (Customer Relationship Management) system and website building platforms, e.g. Squarespace.		✓
Knowledge of employment law and working knowledge of HR policies and practices.		✓
Experience of coaching and mentoring to bring the best out of individuals.		✓
Other requirements	Essential	Desirable
Able and willing to work evenings and weekends, with appropriate notice.	✓	
Ability to travel within the city of York and occasionally further afield.	✓	