

## Charity Manager – Role Profile

*Home, remote based, paid, up to 8 days per month, flexible arrangements to suit charity, rolling or fixed term contract (flexible, to suit successful applicant)*

*This role would suit a variety of applicants such as (but not exclusive to) -*

- *someone with a portfolio of jobs, who needs flexible working arrangements*
- *recently retired individual looking to use their leadership and managerial experience in charitable sector*
- *early, experienced charity professionals looking to build a charity career*

### About Lyme Resource Centre

[Lyme Resource Centre](#) (LRC) is a charity with a mission to minimise risk of Lyme disease whilst encouraging the enjoyment of outdoor activities. This goal is achieved through education of the public and healthcare professionals about ticks and Lyme disease.

The charity has grown significantly over the past couple of years, and now needs a suitably talented individual to work with the Trustees, to lead the charity into its next phase of development.

This is a great opportunity to play a defining role at an exciting stage of LRC's evolution.

All of LRC's existing team are highly committed volunteers - this will be the charity's first step into a paid role.

### Key Responsibilities

- Work with LRC Trustees to provide charity leadership and the continuing evolution of the charity
- Assist Trustees in shaping the charity's direction and strategy
- Review, evolve and manage the subsequent change in the charity's operational structure and ways of working to ensure efficiency & effectiveness
- Advise Trustees on investment in infrastructure and other resources needed to evolve the charity
- Lead development and delivery of annual operational plan, identify and managing risks
- Develop, implement annual, medium-term budgets and ensure funding matches requirements
- Provide Trustees with timely updates, reports of progress vs plan
- Oversee development and implementation of a marketing and communications plan
- Be involved with or lead selected projects as relevant and agreed
- Ensure the charity is compliant with relevant legislation, including but not exclusive too - equality, diversity, health and safety, data privacy
- Build and maintain strong, trusting relationships with volunteers, and be an operational point of contact
- Build and maintain relationships with associated partner organisations and potential donors
- Act as a key point of contact for enquiries, support, and guidance

### Required Experience & Skills

- Experience working with a charity alongside a Board of Trustees and / or in collaborative settings
- Experience of working with a charity in other roles

- Track record of successful development and implementation of operations and strategy
- Knowledge and understanding of charity governance
- Experience of growing and diversifying income
- Experience working remotely within a team
- Strong written, verbal communication skills - confident communicating by phone, email, online platforms
- Strong IT skills, including confident use of computer and common software (Word, Excel, PowerPoint)
- Highly organised - ability to manage your time, balancing this role with other commitments.
- Ability to work independently, manage multiple relationships and build networks
- High level of emotional intelligence
- Professional, reliable, respectful
- Experience of health or care sector; knowledge of Lyme disease would be a bonus

### **Working Arrangements**

- Home / remote based position - Zoom calls / meetings
- Occasional in person / team meetings (expenses covered)
- Flexible working days / hours
- Other expenses covered as needed (Trustee approval)
- Must be UK or Ireland based

### **Why join us?**

- Play a vital role in minimising the impact of a growing public health problem
- Play a defining role in the growth of a charity that helps minimise health suffering
- Join a committed organisation at an exciting stage of evolution
- Join a great team of committed volunteers
- Flexible role that can fit around other commitments