Charity Services Manager (part-time)

Time to Talk West Berkshire

16 hours per week | Salary: circa £45k full-time equivalent

About the role

Are you an organised and compassionate manager who can combine strong leadership with practical operational oversight? Time to Talk West Berkshire, a charity helping to improve the lives of children and young people, is seeking a Charity Services Manager to lead and support its Charity Services team.

Key responsibilities

- Lead, support and develop the Charity Services team.
- Ensure services are delivered safely, consistently and effectively.
- Oversee budgets, expenditure and financial reporting.
- Monitor operational performance and manage risks.
- Participate at bi-monthly trustee meetings.
- Build positive relationships with funders, partners and stakeholders.
- Contribute to the sustainability and future development of the charity.

About you

- Strong people management and leadership skills.
- Experience of budget monitoring and financial oversight.
- Ability to work confidently with trustees and senior stakeholders.
- Excellent organisational, communication and presentation skills.
- Sound judgement and ability to manage competing priorities.
- Commitment to inclusion, confidentiality and safeguarding.

Why join us?

This is an opportunity to make a meaningful difference within a respected mental health charity, working with a supportive team dedicated to improving wellbeing for children and young people across West Berkshire. Further details at www.t2twb.org.

How to apply

Please submit your CV and covering letter explaining how your experience matches the role requirements to:

Geoff Hogg, Chair of Trustees: geoff.hogg@t2t.org.uk

Closing date for applications is November 8th.