

MANAGER

Join a purpose-driven not-for-profit organisation supporting the social care sector.

Role	Manager	Hours	24 Hours per week
Reports to	Board	Salary	£36,000 PRO RATA
Status	Open role ▾		

ABOUT THE ROLE

We are looking for a proactive, organised and commercially aware Manager to help keep our organisation running smoothly, confidently and with real impact. As we enter an exciting new phase, this is a fantastic opportunity for someone who enjoys variety, values positive relationships, and wants to help grow sustainable income while making a meaningful difference across the social care sector.

As our Manager, you will play a key role in supporting the day-to-day running and future development of our organisation. Working closely with team members, partners and stakeholders, you will help strengthen our systems, coordinate core activities, support income generation, and make sure our operations are efficient, well-organised and aligned with our mission.

This is a varied and rewarding part-time role, ideal for someone who can balance strategic thinking with hands-on delivery, spot opportunities, and help turn good ideas into practical, sustainable activity.

KEY RESPONSIBILITIES

Manage the team of staff

Oversee and improve day-to-day operational systems, processes and procedures.

Support effective governance, planning, reporting and organisational compliance.

Coordinate internal administration so the team can work efficiently and confidently.

Help manage resources, suppliers, contracts and operational budgets.

Support income generation by identifying opportunities, strengthening processes and helping develop services, projects and partnerships.

Build positive working relationships with colleagues, partners, members and stakeholders.

Contribute to projects, events, communications and service development activity.

Identify opportunities to improve quality, consistency and impact across the organisation.

ABOUT YOU

You will be a confident organiser, natural problem-solver and positive relationship-builder who enjoys bringing structure, clarity and momentum to a busy working environment. You will be motivated by growth, sustainability and impact, and ready to contribute to an ambitious new chapter for the organisation.

We would love to hear from you if you have experience in operations, administration, project coordination, business support or a similar role, ideally within the voluntary, not-for-profit, health, care or public sector environment.

ADDITIONAL REQUIREMENTS



- Excellent organisational skills and strong attention to detail.
- The ability to manage competing priorities and keep things moving.
- Strong communication and relationship-building skills.
- A practical, solutions-focused approach to challenges.
- Confidence using digital tools and office systems.
- Confidence in supporting income generation, business development, partnerships or service growth.
- An understanding of, or interest in, the social care sector and the role of not-for-profit organisations.
- A collaborative style, with the confidence to work independently when needed.

WHAT WE OFFER



- A rewarding role where your work will directly support the social care sector.
- A friendly, values-led and supportive working culture.
- Varied and meaningful work with opportunities to shape how we do things.
- Flexibility around working pattern, to be discussed with the successful candidate.
- Enhanced annual leave and wellbeing days.

HOW TO APPLY

If you are excited by the chance to use your operational skills to support a not-for-profit organisation making a positive difference in social care, we would be delighted to hear from you.

Please send your CV and a short covering statement outlining why you are interested in the role and how your experience matches what we are looking for.



Supporting statement: maximum two sides of A4.

Email: info@caredevelopmenteast.co.uk

Proposed closing Date: 23rd October 2026, 5pm.

Proposed Interview Date: TBC

For an informal chat, please email info@caredevelopmenteast.co.uk with your contact details.