

☀️ We're Hiring: Operations Manager (Part-Time) ☀️

Churches Together in South Tyneside is looking for a **proactive, organised Operations Manager** to help keep our charity running smoothly!

📌 **Hours:** 18 per week (flexible)

💰 **Salary:** £41,000 pro rata (£19,945 actual)

📍 **Location:** Home-based, with occasional local travel

📅 **Contract:** 2 years, fixed term



About the Role:

You'll oversee governance, HR, finance and funding, support our projects and trustees and ensure our policies and safeguarding standards are top-notch. You'll be at the heart of our mission to support older people, vulnerable adults and the wider community.

Who We're Looking For:

- Strong organisational skills
- Confident with admin, finance and governance (or willing to learn)
- Collaborative, supportive and values-driven

Why Join Us?

- Flexible home-based work
- Generous leave (28 days + bank holidays, pro rata)
- Make a real difference in the community

👉 Application pack and form to be returned by October 29th

Email: secretaryctst@gmail.com

📧 Questions? Email: audrey@churchestogethersouthtyneside.org