

Sanctuary in Chichester (CIO No. 1181855)

Job Advert: Assistant Charity Manager (Operations & Volunteer Lead)

Job Title: Assistant Charity Manager (Operations & Volunteer Lead)

Location: Chichester, West Sussex

Salary: £36,000 per annum (Full-time)

Hours: 37.5 hours per week

Contract: Permanent

About Us

Sanctuary in Chichester is a small independent charity dedicated to providing practical, social and pastoral support to refugees and asylum seekers in the Chichester area. We are entering an exciting phase of growth, and we are looking for a capable, proactive Assistant Charity Manager to play a pivotal role in our day-to-day success.

The role

Working closely with our Charity Manager you will serve as a core operational manager for the organisation. This is a dynamic, hands-on position that combines overall charity administration with lead responsibility for our volunteer workforce (C. 130 people).

If you are passionate about community impact, highly organised, and thrive when supporting both people and processes, this role offers a fantastic opportunity to step into a key leadership position.

Key responsibilities

- **Volunteer leadership:** Lead the recruitment, onboarding, training, and retention of our valued volunteers. Build an inclusive culture where volunteers feel supported, recognised, and motivated.
- **Operational oversight:** Support day-to-day operations, daily office management, administrative systems, and charity governance to ensure efficient service delivery.
- **Senior support:** Deputise for the Charity Manager when needed, assisting with board reporting, stakeholder communications, and organisational planning.
- **Workforce integration:** Develop and maintain a strong, integrated workforce environment between our paid and volunteer workforce.
- **Compliance & data:** Oversee volunteer databases, track engagement metrics, and ensure compliance with Health and Safety and Safeguarding policies.
- **Data Protection Officer:** act as DPO for the Charity

We're looking for someone who:

- Has experience in people, administration and systems leadership (if that experience or some of it has been gained in charity operations and/or volunteer management that would be very welcome)
- Has a proven ability to coordinate, motivate, and manage diverse groups of people.
- Organisational skills with strong attention to detail.
- Confident written and verbal communication skills.
- Proficient with IT tools (Office 365/Google Workspace and CRM databases).
- A collaborative mindset with a genuine commitment to our charity's cause.

- Can work in a Safeguarding environment. An eDBS is required (The charity is happy to organise and pay for anyone who doesn't currently have one)

What We Offer

- Competitive salary of £36,000 per annum.
- A workplace pension
- Annual cost of living pay increases.
- Flexible working options albeit with the requirement to attend meetings in person in the Chichester area on a regular basis
- The chance to make a tangible, everyday difference within a tight-knit, supportive team.

How to Apply

Please send your CV and a brief cover letter outlining why you would be a great fit for Sanctuary in Chichester to Contact@sanctuaryinchichester.org

Full Job Description available on request also at Contact@sanctuaryinchichester.org