

Charity Manager – Recycling & Reuse Charity

About Us

Homemakers Community Recycling is a community-focused charity dedicated to reducing waste, promoting reuse and delivering positive social impact across Monmouthshire and the surrounding area. Our work spans recycling and reuse operations, community outreach, school education, volunteer engagement, house-clearance services and wider circular-economy programmes.

The Role

We are seeking an experienced Charity Manager to provide high-level oversight, coordination and leadership across the organisation. This role focuses on governance and strategic planning – ensuring effective systems, people and processes.

Key Responsibilities

Organisational Oversight & Governance

- Provide oversight of all charity operations and ensure alignment with mission and strategy.
- Maintain organisational performance, compliance and risk awareness.
- Ensure systems, processes and reporting frameworks are consistent and effective.
- Support Assistant Managers with prioritisation, planning and issue resolution.

Financial Management (Day-to-Day)

- Monitor daily cashflow and approve routine operational spending.
- Maintain accurate financial records and support financial planning.
- Prepare financial updates for the Board and assist with budgeting.
- Identify cost-saving opportunities and ensure value for money.

Funding & Income Development

- Identify grant, trust and partnership funding opportunities.
- Support the Assistant Managers with the preparation of grant bids.
- Build relationships with funders and income partners.
- Spot opportunities for new funded community initiatives.

Board Reporting & Governance Support

- Produce clear, timely performance, risk and financial reports for trustees.
- Provide frequent updates to the Chair to support informed governance and decision-making.
- Prepare papers and information required for Board meetings.
- Carry out secretariat duties such as circulating agendas and minute taking.

Community Outreach & Engagement

- Oversee community-facing activity that promotes reuse, recycling and sustainability.
- Build good relationships with local groups and partners.
- Represent the charity at local events and activities.

School Education & Youth Engagement

- Facilitate accessible education activity for schools and youth groups.
- Ensure materials and sessions promote sustainability messaging.
- Maintain positive relationships with education providers.

Social Media & Communications

- Use social media to share updates, stories and key messages.
- Ensure communications align with the charity's tone and values.
- Support teams in capturing content for digital use.

People Leadership & Culture

- Help maintain a positive, values-driven culture.
- Support team leads with guidance and problem-solving.
- Ensure staff and volunteers feel supported and valued.

About You

Essential Skills & Experience

- Strong experience in organisational / operational management within a charity, social enterprise, community organisation or similar environment.
- Experience in waste management, reuse, recycling or community-based environmental projects.
- Experience overseeing budgets, day-to-day financial activity and controls.
- Demonstrated ability to secure external funding through grants or partnership opportunities.
- Confident in producing content for boards, committees or senior stakeholders.
- Skilled communicator with the ability to engage communities and partners.
- Confident using social media to promote the charity and engage audiences.
- Strong understanding of compliance, governance, risk and the law pertaining to a charitable context.
- Knowledge of health and safety at work in site and remote environments.
- Excellent coordination, planning and prioritisation skills.
- Demonstrable passion for sustainability, community impact and circular-economy principles.
- Current full, clean driving licence.

Desirable

- Familiarity with financial software and charity accounting / inventory systems, especially Tongo.
- Experience developing educational or outreach programmes.
- Understanding of charity governance and trustee engagement.

Location: Abergavenny, Monmouthshire.

Hours: 40 hours per week or flexible pro rata.

Salary £36K - £40K dependent on experience.

Workplace pension.

You will need to be DBS cleared.

Applications

In the first instance please send a CV and covering letter to Samantha Link (info@miller-research.co.uk) with the subject line HCR Charity Manager.

Closing date for applications is 24th April 2026.