



# Charity manager



This is a fantastic opportunity for an experienced administrator to join our inspiring community and help us foster creative exploration across a wide range of settings.

This position will be integral to our team during an exciting year of consolidation. You will actively coordinate our programmes and partnerships and have the chance to develop your skills through managing the many varied responsibilities of a small charity. You will work closely with our Director, artists, and trustees, to support both established and emerging partnerships and programmes locally and nationally.

We are looking for someone who is highly motivated, adaptable and independent and who is keen to draw on their experience of supporting and coordinating projects. You will be organised and efficient with a positive can-do attitude and passion and commitment to the aims of CCI. This role is offered initially as a fixed term, freelance contract. Please note you will be responsible for your own tax and NI.

## Job Details

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Role:	Charity manager
Contract:	Freelance up to the end of January 2026 (possibility of extension)
Hours of work:	10-15 hours a week. These can be worked flexibly.
Fee:	£15 per hour
Responsible to:	Emily Dowdeswell, Director
Location:	We meet in-person regularly in and around Cambridge



## Job Purpose

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The main purpose of this role is to provide week to week administrative and coordination support to the CCI team and ensure a smooth running of operations. There may be opportunities for this job to expand to include direct project management responsibilities. This is subject to the outcome of funding applications.

## Duties and Responsibilities

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### Programme support

- Supporting the CCI team with programme delivery and administration
- Liaising with freelance colleagues and external stakeholders
- Organising resources, managing budgets, ordering materials
- Preparing risk assessments
- Coordinating on-boarding of new colleagues, volunteers and trustees
- Undertaking DBS checks
- Monitoring essential training is up to date
- Organising trips and celebration activities

### Administration

- Maintaining CCI systems and database
- Booking rooms and sending calendar invitations
- Managing scheduling and recording of meetings, particularly related to governance
- Monitoring and managing safeguarding practices
- Supporting monitoring and reporting for evaluations and reports
- Supporting CCI website management
- Attending meetings, note taking, and preparing minutes



### **Community**

- Engaging with children and young people, their families and communities
- Managing volunteers to support activities
- Fostering and supporting good practice and safeguarding

### **Other responsibilities**

- Supporting a culture of warmth, respect, and good communication
- Building relationships with local groups and organisations, and advocating for CCI
- Understanding young people's support services in the statutory and voluntary sector

## **Person specification**

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### **Essential**

- Administrative experience
- Experience of liaising with diverse stakeholders
- Ability to use initiative and be proactive in responding to problems

### **Desirable**

- Experience of supporting arts and health programmes
- Financial literacy including working with management accounts and budgets
- Local knowledge of Cambridgeshire arts and mental health sectors
- Experience of updating websites and managing social media accounts
- Experience of development of administrative processes
- Experience of working with children and young people

### **Personal Qualities**

- Able to work independently and manage own workload, priorities, and performance





- Excellent communication skills with clear and collaborative manner
- Confident working remotely and willing to work outside of office hours on occasion

### Shared criteria

These essential attributes underpin the shared responsibilities of the CCI team:

- Motivated by desire to make a positive difference
- Good attention to detail and accuracy
- Strong understanding of data protection requirements
- Sound understanding of child protection procedures in practice

### How to apply

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Send a CV and cover letter (no more than 2 sides of A4) sharing why you would like to join the team to [emily@cambridgecandi.org.uk](mailto:emily@cambridgecandi.org.uk) .

We love to collaborate with like-minded organisations and believe in the power of strengthening partnerships across the creative sector. We are aware that [Cambridge Community Arts](#) are recruiting for a similar part-time role. In your application email please let us know whether you would like us to pass on your CV and covering letter to them for consideration. We welcome applications that are interested in applying to both roles.

**Please note** that we will hold interviews on a rolling basis with suitable candidates with a view to appointing someone to the role as soon as possible.

All roles at CCI may involve access to information about young people and as such the successful applicant will be required to have an enhanced DBS check.



If you feel you could meet the demands of this role but don't meet all the criteria, please do get in touch to talk it through. We would be happy to have an informal chat prior to application.

Whilst we are a small charity with limited resources, we prioritise:

- Ensuring fees are fair and equitable
- Committing time to both team and personal development
- Supporting each other
- A focus on well-being
- Flexible working

## About CCI

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**Cambridge Curiosity and Imagination** is an arts and well-being charity nurturing collaborative communities in Cambridgeshire and beyond through our locally-based creative arts programmes. We came together as a group of artists, educators, parents and researchers in 2002 with a shared passion for how the arts can transform lives and a belief in the power of democratic forms of community activism. Our programmes foster deep connections and a sense of togetherness for everyone involved.

We create spaces where ideas can flourish and solutions to our problems be found, spaces with creative and engaged citizens of all ages able to collaborate effectively together. We work through creative exchanges: with children, their friends and families; with schools and everyone who works in them; with communities and their connections; with artists, scientists, architects, musicians, experts and enthusiasts of every kind. We have worked with people of all ages in all sorts of spaces, including most recently woods, hospitals, libraries, playgrounds, new developments and recycling centres.



*Wonder and education are two of the essential survival skills. We cannot wish our way out of the ecological crisis, but we might be able to grow our way out of it — and surprisingly fast, too. Things are changing from the ground up: new generations emerging who are holding government to account, calling for us to be better ancestors.*

*CCI is part of this work of growth. Sometimes I think of what CCI does as a kind of 'practical dreaming': imagining new and fantastical ways of being in the world which root deep in minds and imaginations, and from there grow into reality. Truly, this is the work. Lives are changed by it. The problems we find ourselves in as a planet have been made by many hands working together, and they can only be undone by many hands working together too.*

Robert Macfarlane, writer, CCI Patron

Our programmes, developed from evidence-rich practice and research, are:

- Rooted in local partnerships to ensure they are timely and relevant
- Designed to be playful, authentic, and co-created with everyone contributing equally
- Reflective, fostering ongoing learning in projects through shared perspectives
- Sustainable and committed to exploring how impact can be sustained

We start with trust, trusting children to lead the way, with powerful imaginations, with the richness of the real world, through the power of creative engagement and the creativity of everyone.

## **CCI is an equal opportunities employer**

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CCI is an equal opportunities employer. We are keen to see applications from a diverse range of people without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or any other protected status.