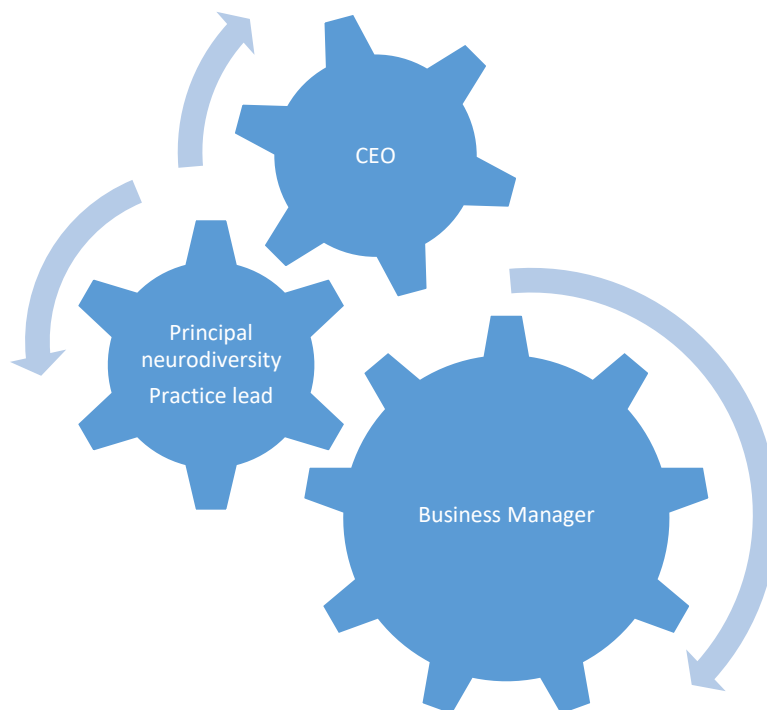


MATTHEW'S HUB Business Manager Job Description

Title	Business Manager
Salary	£45025 per annum (pro rata)
Hours	22.5 hours per week
Holidays	28 days per year plus statutory holidays (pro rata)
Pension	3% Employer contribution/ 5% Employee contribution (optional)
Tenure	Permanent
Responsible to	CEO

Job Purpose and Scope

The Business Manager will provide strategic and business management support across the organisation, ensuring effective delivery of services, financial sustainability, compliance, and efficient day-to-day operations within the charity. The Business Manager will oversee organisational systems, finance administration, payroll, governance support, HR coordination, and business development activities to support Matthew's Hub achieve its aims and charitable objectives.



Roles and Responsibilities:

Governance & Compliance

- Support the CEO and Board of Trustees with meeting administration/governance documentation
- Ensure compliance with charity law, safeguarding, GDPR, health & safety, and organisational policies
- Develop and maintain organisational records, policies, and risk registers
- Coordinate audits, insurance, and statutory reporting requirements
- Listening and responding to issues raised by the team and external partners, liaising with CEO and Principal Neurodiversity Practice Lead
- Identify and respond to new initiatives and changes in legislation and government policy; maintain a sound awareness of relevant law, policy and regional and national developments

Business Development & Partnerships

- Deliver income generation activities and partnership development
- In partnership with the CEO develop funding bids, tenders, grant funding applications and fundraising initiatives
- Build positive relationships with stakeholders, community groups, funders, and partners
- Assist with marketing, communications, and organisational promotion

Human Resources

- Support recruitment, onboarding, and staff development
- Maintain HR records and employment documentation
- Assist with staff wellbeing initiatives and organisational culture
- Ensure that organisational change and partnerships take account of neurodivergent issues

Operational Management

- Ensuring the ethos, values and principles of the organisation are reflected in all practice
- Daily organisational operations and office management
- Ensure efficient use of organisational resources and facilities
- Coordinate organisational planning and reporting processes

Financial Management

- Assist with budgeting, financial monitoring, payroll and reporting
- Work with accountants/bookkeepers to maintain accurate financial records
- Monitor expenditure against budgets and identify variances
- Support funding applications, grant management, and financial compliance
- Prepare reports for trustees, funders, and senior leadership
- Support project delivery across multiple programmes and services

Contract Monitoring & Evaluation

- Collect and analyse operational and performance data
- Produce impact and KPI reports for leadership and commissioned services
- Support continuous improvement and service evaluation

General

- Help drive effective partnership and collaborative working both internally and externally
- Attend relevant VCSE, local authority, NHS and other relevant partnership meetings
- Identify and meet with relevant and appropriate partnership organisations to further the charitable objectives of Matthew's Hub
- Matthew's Hub is committed to equality, diversity, and inclusion and welcomes applications from all sections of the community
- We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Advanced DBS checks are essential for all employees

The above list is not exhaustive and the postholder will be required to undertake any other task reasonably expected or requested by his or her line manager.

Person Specification

	Essential	Desirable
Qualifications/ Knowledge	Strong analytical, organisational, and problem-solving abilities	Leadership or management qualification (ILM, CMI, Diploma in Management)
	Good standard of education including English & Maths	
Experience	Proven track record of funding applications, bid writing and grant management	Evidence of personal success of funding applications and bid/grant writing
	Experience in business, operations or office management	Proven track record of successfully managing services and contracts
	Experience in financial, payroll and budget management	Xero financial software package
	Experience managing contractual KPIs and delivering against performance targets	Experience working within the VCSE, or public sector
Skills/ Competencies	Excellent IT skills, including reporting tools and Microsoft Office applications	Marketing, fundraising or partnership development skills
	Excellent verbal and written skills	Experience of using a CRM or charity management system
	Empathy and understanding of neurodivergent people	Knowledge of Charity governance
	Ability to work independently and use initiative	
	Ability to manage workload effectively and meet deadlines	
	Understanding of compliance, safeguarding, GDPR and health & safety requirements	
	Adaptable, flexible with a versatile approach	