

Operations Manager – NewstrAid

NewstrAid is an award-winning charity dedicated to supporting individuals who are, or have been, employed in the sales and distribution of newspapers and magazines in the UK, along with their families, who are facing hardship or distress.

We are seeking a skilled **Operations Manager** to join our Bishop Stortford based team and play a key role in our charity's continued growth and sustainability. If you are passionate about making a difference and have a strong track record in operations, we want to hear from you!

Key Responsibilities:

- **Strategic Planning:** Work closely with the CEO and stakeholders to develop and implement a forward-thinking strategic plan for the charity.
- **Revenue Optimisation:** Collaborate with news wholesalers to maximise retail revenue through lotteries and charitable donations.
- **Volunteer and Committee Management:** Oversee and develop the role of our volunteer-driven Area Committees, maximising revenue from regional events.
- **Income Growth:** Track income performance with the Finance Director and identify new opportunities for financial growth.
- **Policy Development:** Update and implement essential operational policies for the charity.
- **Stakeholder Engagement:** Build and maintain relationships with key stakeholders across wholesale, retail, and the newstrade industry.
- **Compliance & Risk Management:** Ensure the charity is compliant with all relevant legislation and manage the annual update of the Risk Register.
- **IT & GDPR:** Oversee the third-party outsourced IT company and serve as the charity's GDPR champion.

Why Work with NewstrAid?

- **£50,000 annual salary**
- **Annual bonus potential** of up to 12.5% of salary
- **Pension scheme**
- **Critical Illness cover and life insurance**
- **Hybrid working arrangements**

- **Charity of the Year** – Association of Charitable Organisations 2023

What We're Looking For:

- **5+ years of managerial experience**, ideally within the newstrade or charity sector
- Strong **communication skills** and the ability to manage relationships across multiple stakeholders
- **Strategic mindset** with a focus on long-term growth and sustainability
- Excellent **organisational skills** and attention to detail

How to Apply:

If you're ready to join a charity making a real impact, please submit your CV and cover letter to **Neil Jagger, CEO** at neil@newstraid.org.uk.

www.newstraid.org.uk

***NewstrAid is an Equal Opportunity Employer.** We value diversity and are committed to creating an inclusive environment for all employees.*