



Free to Fly Charity Manager

Candidate pack
November 2025



charisma
CHARITY RECRUITMENT



Free to Fly

About us



Free to Fly

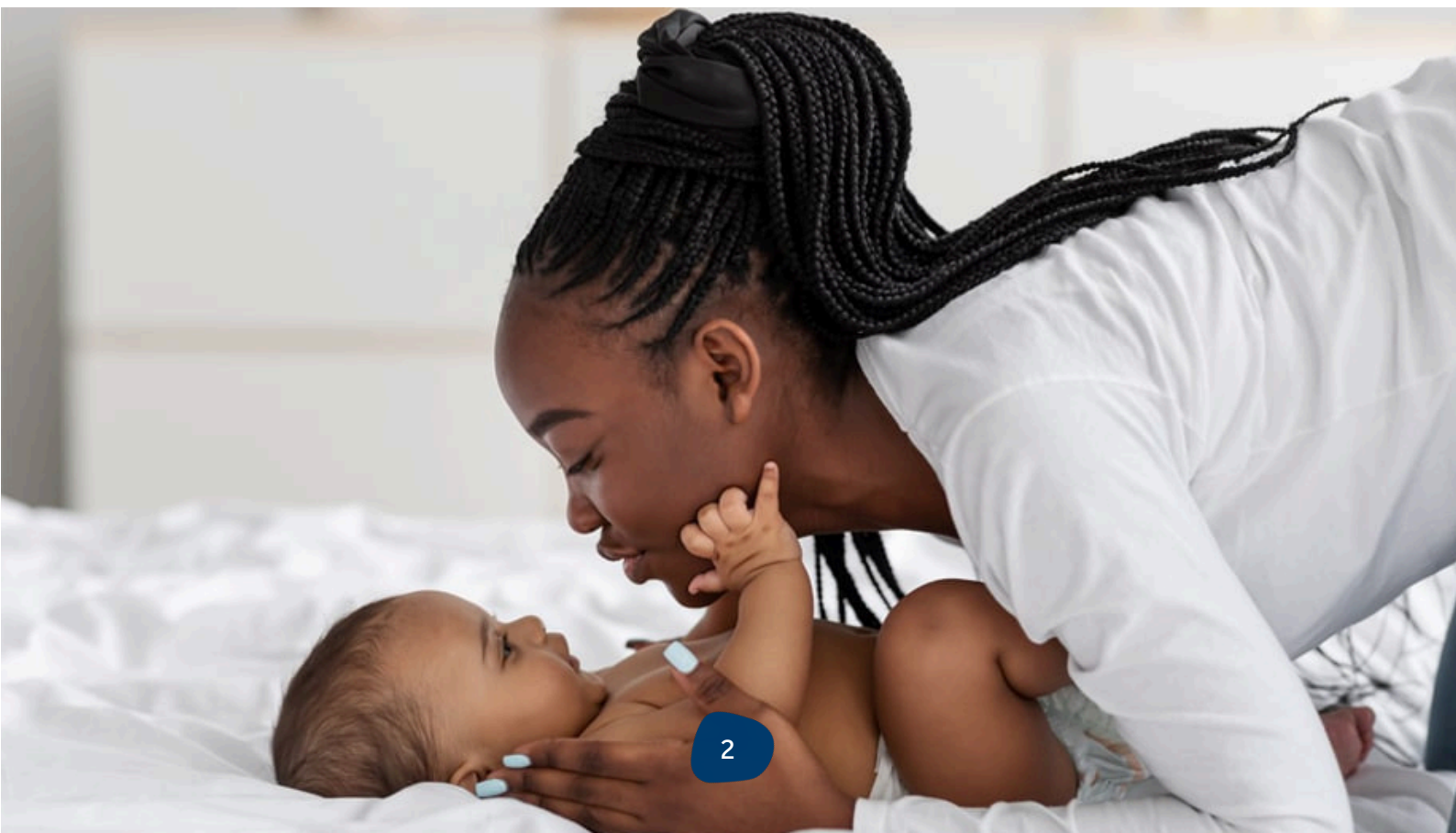
Breaking cycles of abuse for generations

Supporting expectant mothers to leave relationships where they are experiencing domestic abuse, so that they can protect their unborn babies. That's our mission.

We are here to help mums-to-be to bring their children safely into the world, free from the trauma of abuse, and stay free forever, by providing person-centred practical, emotional and long-term support when they need it, how they need it. So that they can heal, transform their own lives, and protect and nurture their children.

Part of the charity's work is about raising awareness and educating people in relation to domestic abuse, as we believe that doing so is key to seeing a breakthrough in this area across our society.

**Helping expectant mothers find freedom from abuse,
for themselves and their children.**



Job description



Charity Manager

Salary	£24,375 (Pro rata - based on 37,500 FTE per annum, 37.5hr week) with solid scope for increase and promotion within first year.
Contract	1 year fixed term contract with the potential to become permanent, subject to satisfactory performance (6 month probation period) and successful fundraising.
Hours	26 hours per week, flexible working
Location	Portsmouth (with remote working flexibility)
Reports to	Chair of Trustees
Start date	As soon as possible
DBS requirement	Enhanced DBS check required

Context for this role

Free To Fly is a registered charity supporting expectant mothers to leave abusive relationships and protect their unborn babies. Following successful fundraising and network-building in Portsmouth, we are now recruiting our first paid team member to lead and launch our local project.

Job description



Purpose of the role

To lead the launch and delivery of Free To Fly's Portsmouth-based project, overseeing all operational, strategic, and business functions of the charity. The Charity Manager will be responsible for ensuring the charity's sustainability, growth, and impact, while upholding its values and safeguarding responsibilities.

Key responsibilities

- Lead day-to-day operations of the charity.
- Work with Trustees to set budgets and manage finances.
- Develop and implement policies and procedures in line with legal and regulatory changes.
- Recruit, train, and manage volunteers and ambassadors.
- Ensure safe, productive, and developmental volunteer engagement.
- Drive fundraising, corporate partnerships, and income generation.
- Contribute to funding bids and impact reporting.
- Represent the charity at meetings, events, and in the media.
- Lead the launch of the Portsmouth project and manage all aspects as the senior leader.
- Monitoring and evaluation: tracking outcomes and impact metrics and reporting these regularly
- Overseeing and, where necessary, leading on our digital presence e.g website, social media updates, networking on LinkedIn etc.
- Develop referral processes, risk assessments, and support plans.
- Manage relationships with partners, funders, and beneficiaries.
- Prepare regular reports for the Chair of Trustees.
- Collaborate with Trustees to design strategy and set growth goals.
- Ensure compliance with health and safety and safeguarding regulations.
- Act as a public champion for the charity.

Job description



General Duties

- Comply with Health and Safety legislation and complete relevant training.
- Uphold the charity's Equal Opportunities Policy and ensure diversity and inclusion is prioritised
- Serve as the charity's Safeguarding Lead, maintaining appropriate training.
- Maintain confidentiality in line with GDPR and the Data Protection Act 2018.
- Demonstrate professionalism and integrity at all times, including outside of work.
- Be flexible with working hours and committed to the charity's long-term success.
- Ensure ongoing personal and professional development is prioritised for self and all team members, and commit to ongoing learning and training

Conditions of Employment

- Right to work in the UK.
- Minimum of two satisfactory references covering the last three years.
- Enhanced DBS check required (exempt under the Rehabilitation of Offenders Act 1974).
- In accordance with paragraph 1 of Schedule 9 to the Equality Act 2010, this role within the charity is subject to an occupational requirement to recruit only an individual who is biologically female, due to the specific nature of the duties involved.

Person specification



Required criteria

Education

Essential

- 5 GCSEs (Grade 9–4/A*–C) incl. English & Maths.
- 3 A-levels or equivalent higher education (pass) and completion of further education (ideally to degree level or equivalent)

Desirable

- Degree in Business Management.
- Accountancy/bookkeeping qualification
- Project Management qualification (e.g. PRINCE2)

Knowledge & experience

Essential

- Charity operations (finance, HR, marketing, fundraising)
- Adhering to policies. Some experience of policy writing.
- Working with victims/survivors of abuse
- Safeguarding vulnerable adults/children

Desirable

- Team management
- Budget holding
- Level 4 Safeguarding training
- Trauma-informed practice
- Start-up experience
- Public sector experience
- Third sector experience

Skills & aptitude

Essential

- Excellent networking
- Strong organisational and prioritisation skills
- High computer literacy (Microsoft 365)
- Analytical thinking Leadership ability

Person specification



Personal qualities

Essential

- Self-motivated and autonomous
- Aligned with charity values and Ethos Statement
- Flexible and reliable
- Excellent communicator
- Committed to development
- Target/KPI-driven

Practical circumstances

Essential

- Own vehicle with business insurance
- Willing to travel and work occasional antisocial hours
- Private home working space
- Secure Wi-Fi
- Local to Portsmouth

Desirable

- Based personally in PO1–PO6 or otherwise has an established professional network having worked within Portsmouth recently (for at least 2–3 years)

Note

If you are passionate about our mission and believe you have the right skills to carry out this role although you do not meet all the essential criteria, but you feel that you satisfy the majority of these, please do apply. Please include a recognition of the areas where you are aware that you do not meet the criteria in your supporting statement.

How to apply

Your application should be submitted through the [Charisma website](#), and include:

- A comprehensive CV outlining your full work history (this is a safeguarding requirement), and any gaps should be explained in your supporting statement.
- A supporting statement, explaining how you believe you match the requirements of the role, and an acknowledgement of any areas where you do not meet the essential criteria.

For an informal and confidential discussion about the role, please contact: Louise Portnall, Consultant at Charisma Charity Recruitment, info@charismarecruitment.co.uk or 01962 813300.

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender*, religion, sexual orientation, age, veteran status, or other category protected by law.

*In accordance with paragraph 1 of Schedule 9 to the Equality Act 2010, this role within the charity is subject to an occupational requirement to recruit only an individual who is biologically female, due to the specific nature of the duties involved.

Closing date: 17 January 2026

Applications will be reviewed on a rolling basis, so please apply without delay to avoid disappointment.



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