



# LEEDS SANCTUARY IS HIRING!

## OPERATIONS MANAGER

Do you have skills in managing the operations of a charity, change management and governance? Could you lead and manage our operations, including finance, safeguarding, health and safety, human resources, IT, GDPR, general admin, and be clerk to the Charity Board of Trustees?

**Closing Date:** 16 July 2024  
at 5pm  
**Interview Date:** 24 July 2024

## KEY FACTS

- 21 hours per week
- Permanent
- £20 per hour
- Based in Leeds city centre

It is currently an exciting time for Leeds Sanctuary as it becomes an independent charity. This role is key to that transition and will develop and manage the operational life of the new charity. In due course this role will be transferred to the new charity.

An Enhanced DBS Disclosure will be required for this role.

Visit [www.leadssanctuary.org.uk](http://www.leadssanctuary.org.uk) for the full Job Description and an Application Pack.