



Part-Time Manager – SoundCafe Leicester

Location: Leicester

Hours: Part-time (flexible hours 12-18 hours/week to be agreed)

Salary: NJC SO2 point 26 £37,280 FTE (25/26)

Organisation: SoundCafe Leicester (Charity)

About SoundCafe Leicester

SoundCafe Leicester is a community-based charity dedicated to improving wellbeing through music, creativity, and social connection. We work with volunteers, partners, and community members—particularly vulnerable adults who have experienced homelessness—to create safe inclusive spaces where people can engage with music, build confidence, and reduce social isolation. SoundCafe was awarded the Kings Award for Voluntary Service in November 2024.

The Role

We are seeking an enthusiastic and committed **Part-Time Manager** to support the development and day-to-day operations of the charity. This is an exciting opportunity for someone who is passionate about community work and wants to play a key role in helping a growing charitable organisation expand its impact across Leicester City.

The successful candidate will work closely with the trustees, volunteers, and partner agencies to help guide the charity's strategic direction, strengthen partnerships, and secure funding for future service delivery.

This is a unique opportunity to bring your strengths, shape the role, grow with us, and make a genuine difference to the people we support.

Key Responsibilities

- Lead the **strategic development** and growth of SoundCafe Leicester
- Provide effective **leadership within a charitable organisation** environment
- Support the **Corporate Governance** functions of the charity
- Build and maintain **strong partnerships** with community organisations, funders, and stakeholders
- Lead and contribute to **funding applications and bid writing** to secure grants and resources
- Support and coordinate **volunteers**, ensuring a positive and inclusive environment
- Assist with **planning and delivery of activities and events**
- Maintain effective **communication with trustees, partners, and the community**
- Use digital tools to support administration, reporting, and project delivery

Key Skills and Experience

- Experience in **strategic development** within an organisation or project



Registered Charity No: 1162987



- Demonstrated **leadership experience**, ideally within the charitable, public or community sector
- Ability to **develop partnerships and collaborate** with a range of stakeholders
- Proven **experience in bid writing or grant applications**
- **Excellent verbal and written communication skills**
- Good **IT skills**, including proficiency in **Microsoft Excel, Word, Outlook, and PowerPoint**
- Previous experience working:
 - with **vulnerable adults**
 - with **volunteers**
 - within the **charitable sector**

Personal Qualities

- Passion for community development and inclusion
- Strong organisational and time management skills
- Ability to work independently and collaboratively
- A proactive and flexible approach

How to Apply

Candidate Information pack can be downloaded from <https://soundcafe.org.uk/vacancies/>.

Please send your **CV (no more than four pages of A4 type) and a short covering statement** outlining your experience and interest in the role to the Chair of Trustees Rev'd Tony Leighton, tony0leighon@btinternet.com.

Closing Date: 12 noon 14th August 2026

Interviews: are expected to take place w/c 21st September.

SoundCafe Leicester is committed to equality, diversity, and inclusion and welcomes applications from people of all backgrounds.

SoundCafe Leicester is committed to safeguarding and promoting the welfare of vulnerable adults. All post holders are expected to share this commitment.

All appointments are subject to acceptable pre-appointment checks, including a satisfactory Enhanced DBS.



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