

Dear Applicant,

Thank you for your interest in the position of Office Operations Manager with Rites for Girls CIC.

This application pack includes:

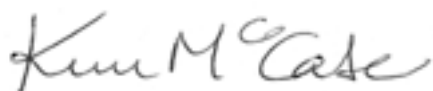
- Information for applicants
- About **Rites for Girls CIC**
- Job Description
- Application form

If you would like to apply for the job, please complete our application form. We suggest that you read all the information that we send you and spend time on our website familiarising yourself with our organisation, to give you the best sense of how to highlight the strengths and qualities that you would bring to our team.

Please complete the application form in full and do not include any additional documentation such as Curriculum Vitae, as we want all candidate's information to be in a standard form on our application form.

You can complete your application form online [here](#), or email your completed application form to admin@ritesforgirls.com by the closing date of midday Friday 27th June. Longlisted candidates will be invited to a workshop on Tuesday 1st July 12 – 1:30pm after which candidates will be shortlisted to invite to interview on Thursday 10th July between 12 - 3pm.

Yours faithfully,



Kim McCabe

Founder Director Rites for Girls CIC

JOB DESCRIPTION

TITLE	Office Operations Manager			DATE	June 2025
CONTRACT	Fixed-term contract for 1 year				
LOCATION	Work from home, must be UK based				
REPORTS TO	Project Director (and overseen by Rites for Girls Board of Directors)				
WORKING HOURS	16 hours per week (2 days)				
SALARY	£25,396.80 per annum (FTE); pro rata £10,158.72				
BENEFITS	11 days paid annual leave, which includes 8 public holidays per annum (FTE), self-managed flexible working.				
PURPOSE	Who are we? Our mission is to change the world – one girl at a time. Girls are growing up in a changing and challenging world. As well as managing stress, bullying, siblings, divorce and exams, they're navigating the world of social media, online harassment and online pornography. Their adult support networks are weakened as parents work long hours, extended families live far and wide, and teachers are stretched. Rites for Girls mentors girls right through their adolescence and we train women to facilitate girls' groups where preteen girls prepare for puberty and learn how to take charge of their emotional, social, and mental well-being. This guidance continues through their teenage years. We also support their mothers as the girls journey through this pivotal phase. We aim to make growing up for girls an easier, safer, and better supported journey. We have been awarded funding from The National Lottery Community Fund for a three-year project to broaden our reach into diverse communities, address economic barriers to access, and scale up the organisation to ensure sustainability. As Operations Manager you will work closely as part of a self-managing team to deliver this exciting project with the Project Manager, Marketing Manager and Outreach Manager, with weekly meeting on Thursdays.				

The Reaching Communities Strategy focuses on outreach and empowering communities to lead the growth of support for preteen and teenage girls, particularly supporting community approaches and women's empowerment.

CORE ACCOUNTABILITIES OF THE ROLE:

- **Partnerships and Reaching Communities.** You will:
 - work with varied stakeholders, establishing good relationships that facilitate collaborative and efficient ways of working - a happy workplace for all!
 - support the development of partnerships with commissioners, corporations, charities and community groups to extend our reach
 - manage CRM and manage to Rites for Girls inbox
- **Monitoring and Evaluation.** You will:
 - have responsibility for project administration
 - coordinate the recording and monitoring of expenditure from the fund
 - liaise with stakeholders to gather, collate and provide data and write impact reports
 - meet challenges as they arise by proactively creating solutions with project manager
 - design and administer the delivery of the bursary fund, collating eligibility documents and ensuring we meet our funding criteria, issue and check invoices using Xero
 - administer and monitor our ambassador programme
 - monitor facilitator performance, engagement, CPD, membership and payments
- **Sustainability.** You will:
 - notice where improvements can be made and offer solutions
 - contribute to a dynamic and highly skilled team
 - implement operational procedures to support our growth
 - ensure policies and procedures are kept up to date
 - have responsibility for the organisation and administration of our residential trainings
 - liaise with facilitators/schools for promotional public speaking events
 - provide administrative support to our marketing manager in promoting our girls' groups and facilitator training

And do this in line with our ethos - co-creating a brave space for women working authentically, each one supported and developed by their working together, to make a difference to the girls and women in the communities we serve.



THE IDEAL CANDIDATE:

We have so much we want to achieve, and we need someone who can juggle, prioritise, sense and respond.

You'll be part of a high performing team, co-creating a working environment where everyone enjoys their work and performs at their best.

You'll be self-motivated, with strong collaborative people skills, and have previous experience of an administrative and/or operational role

You'll have excellent communication skills and the ability to develop and maintain professional relationships both externally and internally.

If you're passionate about making a difference and excel when working as part of a team, then we want to hear from you.

REQUIRED SKILLS/EXPERIENCE:

- Warm, approachable and professional
- An experienced administrator with an excellent understanding of operational procedures, and experience of supporting project work
- Collaborative, 'can do' and people focused, with strong verbal and written communication skills
- Hard working, self-motivated and able to take initiative
- Well organised, with strong time management skills
- Strong numeracy and IT skills
- Excellent problem solving and influencing skills, able to confidently work with all stakeholders
- You will be a completer finisher

ROLE QUALIFICATIONS

- Level 3 educated or equivalent in experience
- At least 2 years' relevant work experience
- Competent in Microsoft Office and Google suites



OUR APPLICATION AND OUR RECRUITMENT PROCESS

Applying for a job

Rites for Girls recruitment policy intends to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you. It means that if you already work for **Rites for Girls**, we do not take into account your personal file.

The information you provide in your application form is the only information we will use in deciding whether you will be shortlisted for the selection process, so please tell us everything. Don't assume we can guess at your best qualities or strengths, spell it out for us. Your application form is how we decide if we want to interview you, and the following advice is designed to help you complete it as effectively as possible.

Before you fill in the application form, look at the job description and decide how to relate your qualities, values, skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined. Remember that voluntary work or work at home can be as valuable as paid employment. If you have knowledge of Rites for Girls or experience of working with us, then include what this brings.

Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for... I organised... etc); we want you to boast! Specify your own responsibilities rather than those of your section or department. Remember it is important that your application relates to the job you are applying for.

NB: Please note the maximum word count is 2500 words.

Completing the application form

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

Write out the form in rough first to avoid repetitions and to check you've not forgotten anything.

Make sure you complete the form clearly; and type it or use dark ink.

In completing the references section, please give as your referees your current and most recent employers where possible.

Send your form to Rites for Girls on time (by post or [online](#)) and keep a copy.



Longlisting

After the closing date, the application forms are read very carefully to see how each person's values, qualities, skills and experience relate to the job requirements. Only information contained in the application will be considered in making the decision to longlist, so don't be modest. Everyone who we believe could be a good choice for the post will be invited to a workshop online with other candidates and women who work in the Rites for Girls management team on Thursday 3rd July 12 – 1:30pm. It's a chance for you to meet us and for us to get to know you a little, as we work collaboratively in small groups on a project. The aim is not to test you, but to give you a chance to show more of yourself than you can on paper in your application.

Shortlisting

After hearing feedback from the Rites for Girls staff who took part in the workshop with you, we will shortlist for interview. Interviews will take place on Thursday 10th July between 12pm and 3pm.

Interviews

The interview is intended to allow you to expand on your application and to show the panel how you meet the essential requirements of the post by asking you questions. It is not designed to catch you out, but rather to help you show yourself in your best light. Shortlisted candidates will be asked to complete a five-minute presentation beforehand to present at the interview. You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members will keep a record of their assessment of each candidate so that the reasons for their decision are clear and consistent, so do not be worried about the panel taking notes.

Feedback

If you are unsuccessful and feel that feedback on your interview would be helpful in applying for other jobs, please email us at admin@ritesforgirls.com and we will be pleased to arrange this for you.

Success

Whether you get the job or not, we hope that this process will feel like a positive experience where you have the chance to show yourself in the best way possible. Thank you for the time that you'll give by applying.

Rites for Girls CIC mission is to change the world one girl at a time, by making the lives of girls safer, kinder and better supported.

[Rites for Girls](#) is an educational CIC that trains and supports women to facilitate programmes for girls and women in their own communities nationwide. We enhance the mental well-being of girls and women preventatively, using early intervention, and by supporting in crisis. By building self-supporting local networks of girls and women, we reduce social isolation and improve girls' mental health and resilience.

We train women to facilitate Girls Journeying Together and Girls' Net groups, supporting the girls and their mothers. Facilitators become 'the woman they needed at 11' and are provided with meaningful work that fits around other commitments, enabling them to serve in a diverse range of cultures bringing back the power of community in a way that appeals to today's girls.

Girls Journeying Together groups offer a year of in-person monthly support for preteen girls as they practise being true to themselves, learn about puberty, share their hopes and fears, and help each other into their teens. We support girls to emerge from adolescence stronger than they went in, working to prevent the high rates of anxiety, self-harm and low esteem.

Girls' Net provides guidance and camaraderie for times of change or challenge in small groups of same-age girls (aged 8-18) in weekly online sessions over 6 weeks. Our Mentors offer tools for coping well and the girls access their inner resources while also realising that they're not alone and can be a support to each other.

What do we hope for our girls as they approach their teens?

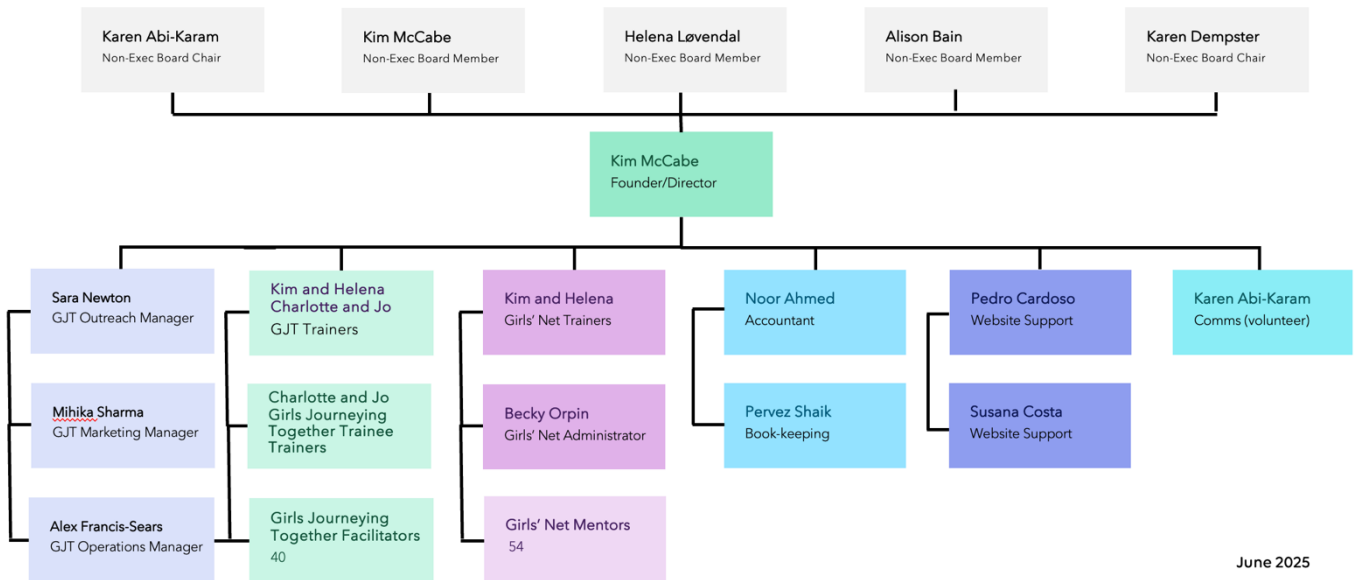
- To claim her self-worth with confidence • To speak her truth • To have good friends and to be a good friend • To tune into her inner compass - her deepest, truest self

Roots and Wings - nurturing the mother-daughter bond to last a lifetime - provides mothers the opportunity to reflect on their relationship to their mother, themselves, and use this to bring their best self to mothering their daughters. The three-day residential process can be therapeutic but not therapy, providing nourishment and growth, in service of the coming generations.

Rooted and Rising - learn, grow and thrive with women by your side - a six-week online journey offers women a weekly two-hour space to reflect, learn, and connect. With practical tools, honest conversation, and steady support, you'll explore what it means to live in a way that feels true to you. Together, we'll look at how to handle challenges, manage strong feelings, and move forward with confidence, seeing your life clearly and owning your story.

Rites for Girls CIC

Organisation chart



Visit our website

<https://www.ritesforgirls.com>

<https://amzn.to/2HvevtX>

<https://www.youtube.com/@ritesforgirls>

How to contact us

admin@ritesforgirls.com

Tel: 07549 575033

Address: 5 Bowerhill Cottages, Legsheath Lane, East Grinstead RH19 4JN

Rites for Girls has been delivering services to women, girls and their mothers since 2011.



Our Values

Our values are important to us and we seek to follow them in everything we do.

- **Respect:** Respecting sacred female wisdom and the puberty rite of passage. Ensuring the girls are at the centre of everything we do and accepting everyone associated with Rites for Girls just as they are.
- **Responsibility:** Taking personal and collective responsibility in service of girls and young women. Women stepping up as elders; empowering girls to take responsibility for their own lives; employing truth and honesty in decision making and when delivering our work.
- **Community:** Building thriving connections. Enabling girls to find their place in the world; restoring circles: of girls, mothers, women, and across generations; strengthening connections: between mother and daughter, the girls in our groups, women within the organisation, the girls with their Facilitators, the mother's circle, and within extended communities.

The Management Team

The Rites for Girls Management Team is made up of:

- Project Director
- Community Outreach Manager
- Marketing Manager
- Operations Manager

The posts are funded by The National Lottery Community Fund for three years from Aug 2023.

We're looking for a highly organised and self-motivated woman who is passionate about making a difference in girls' lives. You'll have a 'can-do' attitude and demonstrable commitment to Rites for Girls feminist approach to supporting women and girls.

To apply, complete the [application form online](#) or email your completed application form to admin@ritesforgirls.com

Please make a note of these important dates:

Closing date: 12pm Friday 27th June

Longlist workshop date: 12 – 1:30pm Tuesday 1st July

Interview dates: Thursday 10th July between 12pm and 3pm

The post is subject to an enhanced vetting and barring check and open to women only. Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies.