



Business & Operations Manager – Space4Autism

Macclesfield, Office-Based

Full-time, permanent

£38,000 - £42,000 DOE

About us...

Space4Autism has been a lifeline for autistic individuals and their families across Cheshire East since 2005. What started as a parent-founded, volunteer-run charity has grown into an organisation delivering over 4,000 activities a year - social clubs for children and young people, parent and carer support, services for autistic adults, an autism-friendly community café, a charity shop offering work experience for autistic adults, training and workshops, and space for private hire. Everything we do is guided by one simple promise: we listen, we help, we care.

Now, as we grow, we need someone who can help us grow well - a Business & Operations Manager who will work hand-in-hand with our CEO to keep the organisation running smoothly, sustainably, and with the same care we bring to every family we support.

The opportunity...

This is a hands-on senior leadership role for a pragmatic, confident operator who's just as comfortable in a budget spreadsheet as they are supporting a team, and who genuinely wants their work to change lives. You'll be a trusted partner to the CEO, taking ownership of the day-to-day so that strategy turns into action - across business planning, finance, funding, people, operations, and governance.

You'll report directly to the CEO and line manage the whole Space4Autism team, giving you real influence over how the charity runs and grows.

What you'll be doing...

Business planning & strategy: help shape, implement, and monitor our business plan, turn strategic goals into clear action plans, and keep leadership priorities, projects, and timelines on track. You'll attend Trustee Board meetings and bring your insight, challenges, and ideas to the table.

Budgets & finance: support budget planning, monitoring, and reporting, and keep a close eye on spend so we stay financially sustainable, working alongside our finance team and external accountants.

Funding & income: help drive our funding strategy and income diversification, track grant requirements and deadlines, and coordinate funding applications and stakeholder communications.

Operations: own the smooth running of the organisation day to day: improving systems and processes, spotting operational risks before they become problems, and supporting governance and compliance.

People Management & Leadership: line manage the whole team, lead on recruitment, and support onboarding, performance, and development, building a working culture that's positive, collaborative, and accountable.



Policy & governance: develop and maintain our policies and procedures, keeping us compliant with legislation and best practice, and supporting our wider governance and compliance reporting.

What we're looking for...

- Strong business management and operational leadership experience
- Proven financial and budget management capability
- Experience managing people, teams, and organisational processes
- Sound knowledge of governance and compliance, including regulatory frameworks, safeguarding, and best practice
- Somebody who is able to occasionally attend off-site fundraisers and other events outside of core working hours
- A track record of supporting organisational growth — scaling services, managing change, building capacity
- A confident, pragmatic decision maker with sharp problem-solving skills
- Excellent organisational skills and the ability to juggle competing priorities
- A hands-on style that works both strategically and operationally
- Strong communication and stakeholder management skills

It would also be great if you have...

- Experience building strategic relationships and partnerships
- A background in the charity, healthcare, or NHS sectors
- Knowledge of charity governance, safeguarding, or regulatory frameworks
- An understanding of autism services or neurodiversity-informed practice
- Experience working in a growing organisation or service environment

You'll fit right in if you're...

Proactive and solutions-focused, calm under pressure, a collaborative leader with a strong sense of accountability and integrity and genuinely passionate about improving outcomes for autistic individuals and their families.

What you'll get in return...

- Salary of £38,000 - £42,000 DOE
- Enrollment into employee pension scheme
- 31 holidays including bank holidays
- Wellbeing social days
- Charity discount scheme

Ready to apply? Here's what you need to know...

Please submit your most up to date CV via this advert. It is highly desirable that you also attach a cover letter to highlight your relevant experience and motivations for wanting to join Space4Autism.

Suitable candidates will be contacted for an initial telephone discussion prior to final shortlisting. Those shortlisted will be invited to attend a competency-based interview where you will also be tasked with preparing a short presentation.



If you are successful in the competency-based interview, you will be invited to attend a final meeting with the CEO to ensure you align and to answer any questions you may have about the role and the charity.

We are anticipating a high volume of applications for this role and while we will endeavor to respond to all applications, if you have not been contacted prior to the closing date, please assume you have not been successful on this occasion.

Disability Confident Employer

Space4Autism is proud to be a Disability Confident Employer (reg no. DCS021234). We guarantee an interview to any disabled applicant who meets the essential criteria for this role, as set out in the job specification.

If you'd like to apply under this scheme, please let us know by stating this clearly on your CV / covering letter or by emailing info@space4autism.org and telling us that you wish to be considered under the Disability Confident scheme. You're welcome to share as much or as little detail about your disability as you're comfortable with, we only need enough information to confirm you meet the criteria.

If you're invited to interview, please also let us know of any reasonable adjustments you'd need to take part. For example, accessible interview arrangements, extra time, alternative formats for materials, or a different interview format. You can tell us this at the same time as applying, or at any point once you've been invited, and it won't affect your application in any way.