



The Gateway Centre  
Front Street  
Acomb  
York  
YO24 3BZ

Dear Applicant,

Thank you for your interest in the role of Operations Manager for Acts 435.

Acts 435 is an online giving charity, directly connecting those who want to give with those who are in genuine need of their financial help. We do this through a network of churches and charities around the UK, who are working with those in need. These organisations appoint an "Advocate" who then posts requests for help on our website on behalf of those in need, and our donors then give to those requests as they feel able. We are a small team of 5, working primarily from home but all based in York.

The role of the Operations Manager is at the heart of the day-to-day functions of the charity. They manage the relationships with the network of partner churches and charities, and hold responsibility for the quality and detail of the requests for help that are posted onto the Acts 435 website. A more detailed role description and person specification is attached for your information.

If you would like to apply for this key role, please send a copy of your CV, along with a covering letter setting out why we should consider you for the position, to Rhona Ellwood (Operations Director) on [rellwood@acts435.org.uk](mailto:rellwood@acts435.org.uk). The closing date for applications is Friday 30th May at 9am, with interviews to be held on Friday 6th June.

If you have any questions, or require any assistance, please do not hesitate to contact Rhona Ellwood on the email address above or on 07878 013 882.

Kind regards,

A handwritten signature in black ink, appearing to read "Jenny Herrera", written over a light blue horizontal line.

Jenny Herrera  
Executive Director, Acts 435