



General Manager

Organisation: GirlDreamer

Location: Remote (UK-based) with regular in-person events

Contract: Full-time, permanent

Salary: £40,000 per annum

Start Date: Immediate – July 2025

About GirlDreamer

GirlDreamer is a multi award-winning non-profit organisation advancing the representation, leadership and wellbeing of women of colour. We recognise that professional growth, emotional resilience and community connection are deeply intertwined. Our ecosystem integrates leadership development, wellbeing support and peer networks, creating a self-sustaining cycle of empowerment.

Rooted in the lived experiences of the communities we serve, GirlDreamer operates at the intersection of social innovation and supporting wellbeing, with a strategic focus on these two strands. Through our funding initiatives, programmes, and storytelling, we provide the tools, community and support for women of colour to lead on their own terms.

The Role

We're looking for an inspiring, organised, emotionally intelligent and operationally brilliant **General Manager** to join our small but mighty team and help steer the ship day-to-day. This person will be at the heart of our operations; making sure our team, projects, and systems run smoothly and effectively.

This isn't a corporate-style management role. It's people-focused, values-led, and rooted in care. You'll bring structure to our systems while leaving room for creativity and collaboration. You'll work closely with the co-founders and wider team to turn bold visions into organised realities and ensure the GirlDreamer experience, internally and externally, reflects the care we hold for our mission and each other.



Key Responsibilities

1. People & Culture

- Energise and role model a positive, human-centred team culture, honouring our embedded team values and where wellbeing and boundaries are respected.
- Manage team coordination: regular check-ins, progress tracking, capacity monitoring, and support.
- Onboard new team members, freelancers, and partners with care and clarity.
- Coordinate team retreats, strategy days, and external collaborations.
- Act as a key external face of the organisation to GirlDreamer's community and beyond.

2. Organisational Operations

- Lead and optimise operational systems (e.g., internal tools, workflows, documentation).
- Manage daily logistics, schedules, processes and communications across the team.
- Troubleshoot and problem-solve across internal projects and communications.
- Support funder reporting, compliance and tracking as needed (in collaboration with co-founders and advisors).

3. Financial Admin & Project Management

- Oversee day-to-day financial processes (invoices, payments, budget tracking, etc.) in collaboration with our bookkeeper.
- Coordinate delivery of key GirlDreamer initiatives by managing timelines, budgets, and team roles.
- Ensure project outcomes are tracked and communicated internally and externally.



4. Strategic Support

- Support co-founders with the implementation of strategy, ensuring big ideas are well-executed. Provide recommendations and act as a sounding board for driving forward new innovative work.
 - Help build internal infrastructure to support our next phase of growth in both the UK and US.
 - Identify opportunities for greater efficiency, alignment, or innovation in how we work.
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Who You Are

- A confident and compassionate team lead who enjoys supporting others to thrive.
 - Highly organised, proactive and good at creating structure in fast-paced environments.
 - Strong communicator who can hold people accountable with care and clarity.
 - Passionate about systems, logistics, and operational excellence.
 - Deeply aligned with our values and purpose-driven work.
 - Culturally competent and emotionally intelligent — especially when working across communities of colour.
 - Not afraid to get hands-on and support wherever needed.
 - Comfortable navigating ambiguity and shaping processes as we grow.
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Requirements

- 3–5+ years' experience in operations, project management, nonprofit management or equivalent.
- UK-based with the right to work in the UK.
- Comfortable working in a remote-first team with flexible hours and self-directed workflows.
- Available to travel within the UK a few times a year for retreats and events.
- Familiarity with tools like Google Workspace, Asana, Notion, Xero (or willingness to learn).



- Understanding of and/or lived experience within the communities we serve is a plus.
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What You'll Get

- £40,000 salary (based on experience)
 - 28 days annual leave plus every last Friday of the month off (paid)
 - Flexible, remote-first work culture rooted in trust and autonomy
 - Creative and mission-led team environment
 - Professional development budget
 - UK & International travel opportunities
 - TOIL where applicable
 - No micromanagement – just mutual respect, honest communication, and shared purpose
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How to Apply

Send: **CV & Cover letter**

Email: **community@girldreamer.co.uk**

Deadline: **5pm BST, Tuesday 17th June 2025**

All the best!