**JOB VACANCY – Business Manager**

**P/T– 26 hours per week**

**Dyscover is a small, specialist charity providing long term support and opportunities to adults with aphasia, a complex language disability. We are looking for an experienced Business Manager with a strong Fundraising and Marketing background to join our team.**

* **Experience raising income from a range of income streams particularly Trusts and Foundations also including skills in managing events, individual donors, legacy, corporate and community fundraising.**
* **Finance and Project management experience.**
* **Strategic development skills.**
* **Health, wellbeing, and disability experience within the sector would be ideal.**
* **Marketing experience; organisational promotion, digital, social media, website and branding. Health service marketing would be an advantage.**
* **Excellent interpersonal & communication skills with good disability awareness.**

Location: Office based in Leatherhead KT22 0BN with free car parking.

Salary: £35k (pro-rated)

This is an essential management role within an expanding, unique and innovative organisation which strives towards being a centre of excellence for people with aphasia.

A highly productive, energetic and extremely well organised individual is required to take responsibility for managing the business side of the charity.

In this rewarding role, you will need to be a strong team player with a good line management style, flexible and confident in initiating decisions, engaging with stakeholders, and communicating effectively. You will need to be able to simultaneously deliver on a number of key projects and funding applications and work to tight deadlines. Experience of working in the 3rd sector is essential.

You will be in regular contact with adults with care and support needs and their families and will play an important role within the organisation, so empathy, patience and a sense of humour are essential. To find out more about our work, please visit [www.dyscover.org.uk](http://www.dyscover.org.uk)

To request an application pack or discuss the role, please email Alice Owen – Director of Business [aowen@dyscover.org.uk](mailto:aowen@dyscover.org.uk) or call 01737 819419.

**Closing date for applications is 11.59pm Wednesday 8th May 2024**