



JOB VACANCY – PART TIME

P/T CHARITY OFFICE MANAGER – 14 hours per week

Dyscover is a small, registered charity providing long term specialist support and opportunities to adults with aphasia, a complex language disability. We are looking for an experienced Office Manager to join our team with:

- **IT, Premises and day-to-day finance management experience.**
- **Demonstrable Health & Safety and GDPR knowledge and previous experience with staff handbook/policy & procedure compliance.**
- **Database and Marketing experience would be beneficial with good working knowledge of Excel, Word, and mail merge.**
- **Excellent organisational, spoken, and written communication skills with an attention to detail.**
- **Confident, personable manner with good disability awareness.**

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

Salary: £28,275 Pro Rata (F.T.E)

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

A pivotal person is required to take responsibility for managing and administrating our busy organisation, supporting clinical and organisational staff, our Board of Trustees, and a team of committed volunteers.

In this rewarding role, you will need to be flexible and confident in initiating decisions, engaging with stakeholders, and communicating effectively.

Experience of working in the 3rd sector would be an advantage.

You will be in regular contact with adults with care and support needs and their families and will play an important front-of-house role, so empathy, patience and a sense of humour are essential. To find out more about our work, please visit www.dyscover.org.uk

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

Closing date for applications is 11.59pm Wednesday 3rd April 2024