



JOB VACANCY – PART TIME

CHARITY OFFICE MANAGER – 25 hours per week

- **Experience of Office Management and Administration**
- **Excellent organisational, spoken and written communication skills and attention to detail**
- **Confident, personable manner**
- **Committed and proactive, able to work independently within a small team**
- **Confidence and proficiency in the Microsoft software packages is essential (MS365)**
- **Ability to work flexibly with independence**
- **Office based in Leatherhead Surrey with free car parking**

Salary: £26,325 Pro Rata (F.T.E)

Dyscover is a small registered charity providing long term support and opportunities to people with aphasia, a language disability usually acquired through stroke. To find out more about our work, please visit www.dyscover.org.uk

This is an exciting new role with scope for development as the charity expands its services.

A pivotal person is required to take responsibility for managing our busy office and administering the organisation to support clinical and non clinical 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 vulnerable, disabled adults and their families and play an important front-of-house role, so empathy, patience and a sense of humour are essential.

To request an application pack or discuss the role, please email info@dyscover.org.uk or call us on 01737 819419

The new closing date for applications is 19th September 2021