



Registered charity 1161080

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Office Manager

Much-loved charity providing valuable community car and befriending services in the East Northamptonshire area is looking for a **Manager** for its busy Oundle office.

This is an interesting and varied position, leading a dedicated team of staff and volunteers and working alongside the Trustees. The role requires good office management skills, the confidence to work on own your initiative and the ability to contribute to the development and sustainability of the organisation.

Excellent support is available to learn the specifics and a full job description and person specification is available on our website. The general skills and attitude you bring is of greatest importance to us.

This is a **part time** position, with flexibility of up to 30 hours per week. Our pleasant and well-equipped offices are in Oundle, but some remote working is negotiable. Benefits are excellent with a FTE starting salary of circa £26,500, a work place pension and 5 weeks holiday. A salary review will be offered to the right candidate after 6 months and hours can be discussed if needed.

Volunteer Action runs a volunteer community car scheme and befriending service. Both support mostly older people. There are approximately 140 volunteers and a small part-time staff, with over 800 individuals registered for our services.

Applications by 23rd May 2022, preferable by email, to admin@volunteeractionoundle.org.uk. Please apply in writing explaining how you meet these criteria and include a CV. Full details are on our website www.volunteeractionoundle.org.uk

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