

Job Vacancy – Office Manager at Root & Branch



Are you looking for a rewarding challenge? Do you care about making a difference?

Due to relocation we are looking for an Office Manager to handle general administration for our thriving small nature-based charity, which supports adults with enduring mental health problems.

Purpose of the role

The Office Manager is responsible for information management, financial control and handling enquires and general administration within the office at Root & Branch.

You will play a key role in supporting the Centre Manager to ensure the efficient operation of the charity, including looking after staffing and recruitment, travel arrangements for service users, purchasing and accounting, ensuring (as Data Controller) our database and systems are GDPR compliant and undertake many other duties needed to support our busy charity!

This role is 15 hours per week (ideally over 3 days) and is a permanent position. There can be some hybrid working, although the majority of the hours will be based at our office.

Benefits

- Full Time Equivalent £24,900 - £27,900 per annum (Pro rata £9,337 - £10,462) depending on experience
- Pension (optional)
- 25 day annual leave & bank holiday entitlement (pro rata)

To apply: please e-mail rootandbranch@btconnect.com for more information and a full job description. We are committed to equal opportunities. Applications must be provided on the application form. CV's will not be accepted.

Application deadline: Tuesday 9th May 2023

Root and Branch is located on an organic farm near Watchfield, with a catchment area in the Vale of the White Horse, Oxfordshire. For more information please visit our website www.rootandbranch.info or our Facebook page @RootandBranchWestmill.