



## Office Manager

- Salary:** £24,982 & £898 London Weighting FTE Pro Rata (Actual Salary for hours worked £17943) 5% NEST Employer Contribution (subject to minimum employee contribution) & Contractual Sick Pay
- Hours:** **26 hrs per week**
- Contract:** Permanent based at The Forum Hemel Hempstead (may also be required to work at our Berkhamsted office in future)

Citizens Advice Dacorum is looking for an enthusiastic and motivated individual to support our friendly, dedicated team and to improve and develop our administration processes. If you are a great organiser with strong administration skills, excellent digital skills and a flair for leading and motivating a team, then this could be the role for you. As Office Manager for a charity that aims to make a real difference to the lives of clients in our community who need our support, you will be responsible for organising all the administrative activities that facilitate the smooth running of the office and remote services.

You will play a key part in maintaining and enhancing our service and quality of advice, through effective administration, ongoing improvement of processes and support for staff & volunteers. You do need to have a flexible approach, strong verbal and written communication skills, as well as demonstrable people management skills. You will need a can do attitude, excellent digital skills, be a competent IT user of Microsoft applications and have an aptitude for learning and supporting others.

All local Citizens Advice produce their own annual report, but you can find out more about the Citizens Advice Network or download the latest national Citizens Advice annual report at [citizensadvice.org.uk](http://citizensadvice.org.uk)

Citizens Advice Dacorum values diversity, promotes equality and challenges discrimination, and strives to be an Equal Opportunities employer. We encourage applications from people of all backgrounds and are a Disability Confident Employer.

We will retain and use the information you provide only for this recruitment process. It is necessary that we hold this information to operate a fair and equitable procedure. We will keep this securely and destroy it after six months, unless you are appointed, in which case it will form part of your employment record.

**To find out more and apply:** Please visit our website to download the Office Manager Job Pack and Application Form [www.dacorumcab.org.uk](http://www.dacorumcab.org.uk) (CV's not accepted)

**Closing date: This vacancy will close at 12 noon Wednesday 12<sup>th</sup> May**

**Interview Dates: 25<sup>th</sup> & 26<sup>th</sup> May 2021 via Google Meet**

