



**Office Manager/ £26,200 - £28,000 per annum pro-rata depending on experience**

We are looking for an Office Manager to be the key person of the organisation's central operations, providing an effective administrative support function at our offices. You will need to be proactive, systematic and solutions focused, have two years administrative experience, be literate, numerate and have good IT skills and the ability to provide a high quality, professional service to our clients and the beneficiaries we support. Excellent communication and negotiation skills, a willingness to explore new ideas and approaches, learn new skills and take on new challenges is essential. Experience of working in a growing charity or income-generating organisation in the sector, and direct exposure to and knowledge of the needs of the Latin American communities and the charity sector will be distinct advantages.

The post is part-time, 28 hours per week over four days. Flexible working arrangements may be available and you will occasionally be available on evenings or weekends.

**How to apply**

If you are interested in joining our team, please visit our website at [www.casalatina.org.uk](http://www.casalatina.org.uk) and submit your completed application and monitoring forms to [vacancies@casalatina.org.uk](mailto:vacancies@casalatina.org.uk) by the 6th of October 2020.

**Interviews will be held on Thursday 15th of October 2020**

We may receive a large number of applications and unfortunately we may not be able to reply to everyone. If you do not hear from us five days after the deadline, please assume you have not been shortlisted. We wish you good luck.

We welcome applicants for all age groups, backgrounds and genders. We are a London Living Wage Employer.