



Domestic Violence: Office Manager

Standing Together Against Domestic Violence (STADV) coordinates the ground breaking coordinated community response to domestic violence and abuse in London. We are looking for an Office Manager to organise and coordinate administration duties and office procedures.

This is a key role within a dynamic team and would suit a proactive and motivated team player. Ideally you will have previous experience working in a similar role and have good organisation and inter-personal skills, excellent IT skills (knowledge of MS Office and Outlook is essential). You will be required to support team members administratively in their varied duties, and to ensure the smooth running of the office.

Salary: £23,000pa/pro rata (Including London weighting)

Hours: Flexible 25 – 35 hours per week

Closing date for completed applications: 9:00am Thursday, 20th July 2017.

Interview dates: 25th & 26th July 2017

To apply download the application pack from our website at www.standingtogether.org.uk. For more information, contact admin@standingtogether.org.uk