



Office Manager (Female)

Hours up to 37 per week by agreement

Salary £21,000 - £25,000 (dependant on experience)

NIWE is the leading specialist mental health charity in the North East working with those affected by eating distress.

We are looking for an experienced office manager to join our dedicated team.

This is an interesting and challenging role in a pressured but supportive environment.

"If you are enthusiastic with excellent interpersonal and communication skills, are well organised, have a positive disposition and a flexible attitude to work you could be the person we are looking for"

We offer training opportunities to contribute to your professional development, a competitive salary and generous holidays.

This post is initially funded until 30th April 2022 with the possibility of further funding.

For more information please download an application pack from www.niwe.org.uk
To apply complete application form and return to enquiries@niwe.org.uk.

Closing date is 12 noon on 7th. April 2021

Interviews will be held on Monday 12th. April 2021

The post is subject to a DBS check and open to women only. Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies.

Charity Number: 1041902

Company Limited by Guarantee 8269009

