Office Manager (18 hours per week)
Salary: £16-£18 per hour
Location: Central Camberley

Camberley Care is seeking a highly capable and dedicated **Office Manager** to take a leading role in the day-to-day running of our well-established Volunteer Driving and Handyperson Service, supporting elderly and vulnerable residents in our community.

This is a **pivotal role** that requires exceptional organisation, sound judgement, and the ability to balance multiple priorities. You will be responsible for the smooth operation of the charity's office, managing a busy and varied workload while engaging daily with **volunteers, clients, trustees, and external partners**.

As the **face of Camberley Care**, you will:

- Oversee all administrative, operational, and financial aspects of the office.
- Manage the full volunteer lifecycle.
- Build positive relationships with our client base,
- Maintain accurate records, manage databases, and produce reports to support service delivery and governance.

We are looking for someone who is:

- Exceptionally organised, able to **multi-task and prioritise** effectively in a fast-moving environment.
- Confident in managing people and building relationships
- Experienced in office management with **strong administrative and financial skills**.
- Proficient in IT, particularly MS Office and database systems.
- Self-motivated, discreet, and able to work independently with minimal supervision.

Confidentiality, professionalism, and flexibility are essential, as is a genuine passion for supporting your community.

Would you like to know more? Job Description and Person Spec can be found here (Insert hyperlink)

Please apply to Sue Pearson, Office Manager via email at info@camberleycare.org. By: close of play: **24th October, 2025**

NB. We reserve the right to close the vacancy early should we receive a high level of applicants.

If within 10 days of our vacancy closing you have not heard from us, you have not been successful on this occasion