

## Temporary job opportunity



### **Office Manager position – 3 months (July to September)**

Support Horizons has a vacancy for a temporary Office Manager, for a period of three months, ideally starting in July or early August. This role is to provide additional capacity and management whilst the business expands and improves its range of services. The role is a full time position at our office in Wokingham.

Support Horizons is a community owned organisation based in Wokingham that provides services for vulnerable people across Berkshire. We currently provide temporary agency staffing, as well as a support brokerage service, to local people and social care organisations. As a user led organisation we also employ people who use services within our team.

The varied role would include:

- day to day management of the agency staff team which includes :
  - recruiting agency staff including interviewing, vetting and referencing
  - providing agency staffing that matches the requirements of the client
  - providing accurate details for paying agency workers
  - providing accurate details for invoicing clients
  - ensuring that agency workers receive appropriate training and support
  - managing, supporting and supervising the agency staff team
  - ensuring that all functions of the agency service run efficiently and coordinating the activities of the office staff team
- involvement in other areas of the business as needed, including providing managerial support to the Support Brokerage and Personalised Support services in the absence of the Managing Director.

The role would ideally suit someone looking to increase their management or leadership experience. Awareness of, or experience in, social care would be an advantage.

The position is available on a temporary contract or as a secondment (with permission of current employer).

To find out more about this opportunity and to discuss it further please contact Tim Holland on 0118 9893959 or email [tim.holland@support-horizons.co.uk](mailto:tim.holland@support-horizons.co.uk)

To find out more about Support Horizons go to <http://www.support-horizons.co.uk/>