



Office Manager

River Holme Connections is a small local environmental charity with a goal to make the River Holme catchment a better place for people and wildlife. We work to promote healthy rivers and improve biodiversity alongside increased education and community involvement.

We are recruiting a part-time Office Manager to join our friendly staff team based in Honley, West Yorkshire. You will be responsible for managing the office, providing financial and administration support to the day-to-day operations of the charity, and ensuring the smooth operation of systems and processes.

Hours: 20.5 hours per week worked flexibly over the week. There may be occasional evening and weekend work.

Salary: Salary: £16,400 (£30,000 FTE).

Location: RHC office, Honley.

Application deadline: Tuesday 6th February 5pm.

Interviews: w/c 12th February 2024, RHC office, Honley.

If you are interested in the role, please download the job description and person specification [here](#). Please email your CV and a cover letter detailing how you meet the criteria to Pam King admin@riverholmeconnections.org.