

1 Tunbridge Court  
Tunbridge Lane  
Bottisham  
Cambridge  
CB25 9TU

May 2022

Dear applicant,

Thank you for your interest in Petals and the role of **Office Manager**.

We are looking for someone with excellent organisational skills to fulfill this new role within the Petals team. It is a pivotal role that will support the CEO, The Board of Trustees and the management team to ensure that the necessary business systems are in place, maintained and delivered efficiently.

You will be friendly and approachable, confident and articulate. We are a small team that works closely together and a collaborative attitude is essential from us all.

You will have excellent organisational and administrative capabilities, a proactive and pre-emptive approach to your work and well-developed prioritisation and time-management skills. Whilst working with minimal supervision, you will look to avoid problems before they arise, developing and improving office systems when needed and working to ensure that Petals' head office provides a welcoming and efficient working environment for employees and visitors alike.

You will have good relevant experience in an office management role, or experience where you can demonstrate relevant and transferable skills. Excellent Microsoft Office, and strong Word and Excel abilities are essential as is previous experience of using financial and HR management systems. Knowledge and experience of health and safety in a UK office environment and an interest in charity governance would also be particularly advantageous. A sensitive awareness of our charity cause is also important.

In return we can offer you a flexible work life balance in an exciting and varied role that is expected to develop as the charity grows. You'll be reporting to me, the CEO, and working with a small ambitious and committed team alongside a wider team of counselling professionals. As a new role for Petals this is a great opportunity for someone seeking to apply and expand their experience and responsibility as this comes at an important time for Petals as we focus on the expansion and growth of our counselling service.

I hope that you like what you've heard and will consider applying. To do so, please send an up to date CV and cover letter to [recruitment@petalscharity.org](mailto:recruitment@petalscharity.org)

If you would like an informal conversation before doing so, please contact me and I will be happy to arrange a time to speak.

Karen Burgess  
Founder & CEO