



December 2018

Dear Applicant

Welcome to Wimbledon Guild!

Wimbledon Guild is going from strength to strength and we are looking forward to appointing a new Office Manager working 4 days a week in our Talking Therapies team.

Our mission is 'to provide people in Merton with help and support in times of need' and we achieve this through three key strategic objectives:

- Reducing social isolation and loneliness
- Help people who are experiencing difficulties
- Enabling older people to be active and healthy

We meet these objectives through a diverse range of services, which we are constantly developing in response to local need and local aspirations. We collaborate closely with partners in the statutory and voluntary sector and with a thriving group of volunteers. Our Talking Therapies are well known and highly regarded in the local community and we are a BACP Accredited Service.

We are near the end of our first year in our three year Talking Therapies strategy and funding dependent, the dept will grow in 2019-20 establishing new services and supporting more clients.

As our new Office Manager, you will play a key role in developing and improving our administrative processes, taking a lead in transferring from Access Database to Charity Log, which is already used across the rest of the organisation.

We are looking someone who is highly professional and conscientious in their work and will bring office management experience from within the voluntary sector. You will be working with and managing a well-established team, be able to work independently and enjoy working as part of team.

If this sounds like you, it would be great to hear from you. Please complete your application by sending in the following:

1. CV
2. Supporting Statement - explaining how you meet the person specification criteria and why you would like this job
3. Short Application form

The closing date is **Thursday 17th January 9am** by email to counselling@wimbledonguild.co.uk and Interviews will take place in the week beginning 28h January.

Many thanks for your interest in Wimbledon Guild

A handwritten signature in black ink, appearing to read 'G Hoare'.

Georgina Hoare, Head of Talking Therapies