



Shirley Neighbourhood Care (SNC)  
Registered Charity Number : 1203179

Shirley Neighbourhood Care is a local charity helping older residents to live independently and combat loneliness through a range of services.

We are looking to recruit a new Office Manager as the current postholder is retiring in November. This is a paid position for a flexible 20 hours a week.

The postholder will need excellent skills in Word and Excel and a reasonable knowledge of the Shirley area is required. The office is situated at St. George's Church, Elstan Way (just off The Glade), CR0 7PR. There is also a twice weekly Lunch Club (Monday and Thursday) currently in the West Wickham & Shirley Baptist Church, Wickham Road, Shirley, CR0 8EH.

The postholder will be responsible for 2 part time members of staff and a self-employed chef.

If you are interested, please contact Jonathan Baxter at [jandjbaxter@talktalk.net](mailto:jandjbaxter@talktalk.net) or on 0208 777 3158 for more details and an application form.

We anticipate shortlisting candidates and interviewing in late November.