



'A Co-operative approach to safe, quality care for you, under your control and informed by your experience'

'Together we can live life well'

Company limited by guarantee without shareholders

Registered Office: Sension House, Denton Drive, Northwich, CW9 7LU

Company No: 11676038 **Care Quality Commission ID:** 1-5637274181

Email: nwcarecoop@gmail.com **Telephone:** 01606 331853

Website: nwcarecoop.co.uk

Role Profile - NWCC Office Manager

The role is to fulfil Office functions on behalf of the service company (North-West Care Co-Operative) in support of the Head of NWCC.

The post holder will be capable of working independently, with minimal supervision, able to maintain and develop systems and processes suitable for co-operative working.

Whilst the role is likely to evolve along with the businesses, functions will include:

- Maintaining and developing NWCC data bases.
- Monitoring NWCC expenditure and income and updating financial projections.
- Monitoring nominal budgets of Principal Members within NWCC.
- Maintaining and updating records necessary for a range of regulatory purposes.
- Be a positive member of the NWCC Management Team.

As well as other functions, and activities as they arise.

The post holder will usually work from home, except for Wednesday when they will collaborate with other core staff working from our Registered Office in Northwich. They will be supplied with a laptop and mobile phone, and access to NWCC systems. Occasionally they may be required to support specific activities in other locations for which travel expenses will be paid.

The post holder will work under the line management of the Head of NWCC.

The role is for up to 35 hours per week. Pay is £27,300 per annum (pro rata). Leave is calculated at 5.6 times your agreed weekly hours weeks (pro rata) plus Bank Holidays.