

Dear Applicant,

**Office Manager**

Many thanks for your interest in the above role.

I established Richard Newton Consulting in 2011 as a management consultancy to support organisations from the not-for-profit sector. Since 2011, we have provided a range of services in several key areas –

- Funding and fundraising
- Project management
- Quality assurance
- Governance
- Strategic development

Full details of all our services are available on our website [www.richard-newton.co.uk](http://www.richard-newton.co.uk)

It is testimony to the impact that we deliver to our clients that the business has grown year on year. Our support is focused primarily at the not for profit sector and we have a portfolio of clients that range from small community focused organisations through to large international charities. Clients include National Theatre Wales, Clwb Ifor Bach, Volcano Theatre, Save the Children, Afghan and Central Asian Association, Portsmouth Festivities, London Learning Consortium, Voices from Care, EYST, Twin Training, WCVA and the Chartered Institute of Fundraising.

Dorothy, our present Office Manager, retires in April 2021. This is a key post in making sure that the Office runs smoothly and we meet all our obligations to our clients. In addition to supporting myself, this post is key in monitoring workflows through the Consultancy and ensuring that all our Account Managers are fully supported. We've extended the duties of this post to also support business development. If you are up for the challenge of managing several diverse projects to fast paced deadlines this could be the perfect role for you. If you are floored when the unexpected lands on your desk, it probably isn't a good fit!

We are a growing team who work hard but have fun. 2021 is a key year for the Company as we reach our tenth birthday. It's looking as though next year will be our busiest yet. I hope you may be up for the challenge of joining us.

The closing date for applications is 10am on 29<sup>th</sup> December, with interviews scheduled for early January via Zoom. Whilst Dorothy doesn't retire until April, we are keen to recruit as soon as possible given forecasted workflows for early next year and to ensure a full handover takes place.

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Consultancy and recruitment for the not-for-profit sector

I look forward to receiving your application which should comprise of a CV, along with a covering letter outlining your suitability for the role, to be sent to [recruitment@richard-newton.co.uk](mailto:recruitment@richard-newton.co.uk) with the title **Office Manager** in the subject line.

Many thanks for your interest in our work, and good luck with your application.

Please email me, via Dorothy - [dorothyh@richard-newton.co.uk](mailto:dorothyh@richard-newton.co.uk) - should you have any queries.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Richard Newton', with a long horizontal flourish extending to the right.

Richard Newton  
Director

