

## BUSINESS MANAGER JOB ADVERT

### Job Opportunity

Appeer is a Community Interest Company (CIC) set up to deliver services that support autistic girls and women (and those assigned female at birth) to connect with peers, to develop their life/work skills and to support their wellbeing. We provide in person and online activity groups and programmes, alternative provision, events and resources for those in the community that we serve, their parents/carers and other professionals. We are not a therapeutic setting and as such do not offer clinical support or 1:1 supervision. We were established in 2019 and have since grown rapidly from a small startup to a robust small-medium enterprise with a turnover of £250k and serving over 400 beneficiaries a year.

Over the past 5 years our founder and current CEO has taken the vision of creating a community where autistic girls and women can connect from a small, passionate team into a robust and impactful organisation. We are seeking an experienced and dynamic **Business Manager** to oversee the day-to-day operations of the CIC delivering the business support services which underpin the strategic growth of our organisation. The Business Manager will be responsible for financial management, operational efficiency, HR, and ensuring compliance with relevant regulations. This role requires a proactive individual with excellent leadership, communication, and organisational skills.

Interested candidates are invited to submit a CV and cover letter outlining their interest, suitability and vision for the role to [directors@appeer.org.uk](mailto:directors@appeer.org.uk) by 5pm on **12th August 2024**. Interested candidates are encouraged to submit early applications as the application window may close sooner than **12th August 2024** if a suitable candidate is found.

Appeer is an equal opportunity employer. We are committed to ensuring a fair and equitable recruitment process for all vacancies. Please let us know if you require any reasonable accommodations in order to effectively access the recruitment process. If you would like any further information about the role or application process, please contact: [claire@appeer.org.uk](mailto:claire@appeer.org.uk) who may arrange a conversation with the CEO or a director with you.