# Application pack: Office Manager

Part time- 3 days per week (1 hours)

Managed by: Director

Manages: Admin Team

Salary range: £32,000- £36,267( pro rata)

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| Purpose of the role |
| The Office Manager is responsible for management of the organisation’s office and HR administration. You will oversee PSC’s administration systems, office support needs including and hold responsibility for the development and management of PSC’s HR systems and policies. You will manage PSC ‘s admin officers Reporting to the Director as part of PSC’s Management Team, you will contribute to the development of PSC’s strategy and Annual Plans. You will hold responsibility for the management and coordination and development of the volunteer team who support PSC’s paid staff. You will oversee the administration of PSC’s online shop.  |

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| Key responsibilities  |
| Office and Administration* To ensure administration systems and procedures are developed and maintained.
* To ensure management of PSC’s office needs including maintenance and purchase of equipment and supplies, health and safety requirements and risk assessments

HR• To ensure PSC is compliant with all relevant HR requirements and has updated policies and procedures • To manage the implementation of HR procedures including recruitment, induction,  sickness and leave absences  Management • To Line manage all staff reporting to this post ensuring all have clear work plans, and receive regular appraisals • To ensure all staff reporting to this post receive regular training and development opportunities.• To work as part of PSC’s Management Team to develop PSC’s overall strategic and  annual plans * •
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| **Flexibility** |
| * In order to work effectively in a changing environment, other tasks may be requested.
* The post-holder must be prepared to travel throughout the UK and on occasion internationally, and to work varying hours.
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| **Personal specification** |
| Knowledge and experience:* Experience managing administrative processes in a comparative environment
* Experience developing and improving administrative systems
* Speedy and accurate data entry and word processing skills
* Experience of working with a CRM system, ideally Raisers Edge
* Experience of working with Microsoft Word, Excel and other MS Office programmes
* Experience of providing excellent customer service
* Experience of staff management in a comparable organisation
* Experience of overseeing the work of volunteers.

skills and attributes * Self-motivated and able to handle competing priorities
* Methodical and organised with excellent attention to detail
* Able to work as part of a team
* Demonstrable Support for the aims and objectives of PSC
* Clear and demonstrable commitment to anti racism, equality and diversity
* Good written and verbal communication skills
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PSC is an equal opportunities employer; we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age