**JOB DESCRIPTION – AGE CYMRU SIR GAR**

|  |  |
| --- | --- |
| **Job Title** | Office Manager |
|  |  |
| **Hours of work** | 20 hours per week over 4 days  Flexible between 9am and 4.30pm – Monday – Friday |
| **Location** | Units 5 - 11, 100 Trostre Road, Llanelli SA`15 2EA |
|  |  |
| **Reporting to** | Chief Officer |
|  |  |
| **Salary** | £10,810.81 per annum (full time equivalent £20,000 per annum) |
|  |  |
| **Supervisory responsibility** | None |
|  |  |
| **Duration of contract** | 12 months subject to funding and performance |
| **Purpose of role** | The purpose of this role is to relieve the chief officer of key responsibilities to free up their time to enable them to develop the organisation at a strategic level. |
| **Main function** | To take responsibility for the general management of the day to day running of the charity, its office, and staff, in the areas of Quality Management, Health & Safety, Employment and Volunteer Support. |
|  |  |
| **Key** | **To be responsible for:** |
| **responsibilities** | * maintaining office functions and their contracts, ie IT, fire prevention, rental/lease, insurance, database. |
|  | * managing and ensuring implementation of the policies and procedures of the organisation and supporting the Policy & Risk sub-group. |
|  | * preparation of and managing internal quality standard achievements * Health & Safety within the charity, maintaining relevant office risk assessments |
|  | * management of data collection, tools of data collection and advising on improvements * maintaining accurate organisational records * preparation of all employment related paperwork * day to day liaison with staff and volunteers, working as part of a team to ensure the smooth running of the office * review of special projects that are deliverable as a team and inform chief officer on progress |
| **General duties** | **These will include**: |
|  | * Responding in a sensitive manner to telephone calls and visitors to the office * Liaison with landlords and contractors * Preparation of board of trustees, sub-group and staff meeting agendas, paperwork & minutes * Overviewing all staff diaries to maintain smooth running of office * Maintaining and requisitioning adequate office supplies, and ensuring cost effective usage |
|  | * Researching new products, services and purchases and liaising with staff over purchasing * Researching statistics and other relevant information for funding bid preparation |
|  | * Drafting, co-ordination and distribution of a variety of documentation * Liaison with charity accountants and dealing with queries * Manage petty cash procedure and manage weekly payment process |
|  | * Event attendance as necessary * Attending meetings on behalf of chief officer as necessary |
|  | * Working as part of the team in managing board/training room bookings, including setting up /clearing down room for meetings/training sessions * Filing, photocopying, scanning and preparing documentation as required * Attending relevant training courses * Liaison with volunteers and working within a team to deliver volunteer training |
|  |  |
| To undertake other duties commensurate with the role from time to time. | |

Age Cymru Sir Gâr is committed to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand, adhere to and promote its policies in their work.

The role offers opportunities to enhance existing skills and gain new knowledge, whilst contributing the charity's growth and success.

**Person specification**

* Educated to degree standard or equivalent
* Flexible with a team player attitude
* Highly organised with excellent multi-tasking skills
* Confident and articulate with excellent communication skills and telephone manner
* Diligent with a strong attention to detail
* Resourceful

**Experience and abilities**

* Proficient with Microsoft Office suite including, Word, Excel, Outlook, Powerpoint
* Experience in using social media
* Experience of maintaining records, databases, office functions
* Ability to work independently and prioritise workload
* Ability to deal with confidential information sensitively and appropriately
* Ability to problem solve
* Ability to communicate at all levels