**OFFICE MANAGER/EXECUTIVE ASSISTANT**

**JOB DESCRIPTION**

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| **JOB TITLE:**  | : Office Manager and Executive Assistant |
| **REPORTING TO:**  | : Director |

**PURPOSE OF THE ROLE**

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| 1 | To manage the smooth running of the organisation’s HR, finances and governance and to develop and maintain effective administrative systems.  |
| 2 | To manage the Director’s office and his schedule and to provide efficient executive support to the overall running of the organisation. To provide secretariat support to the Board of Trustees. |
| 3 | To coordinate events, meetings and training events/courses as necessary. |

**RESPONSIBILITIES**

**Office Management**

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|  | Establish and manage the overall administrative systems and procedures to support the Director and the team ensuring the efficient and effective delivery of the work of the organisation and of the operational plan. |
|  | Manage HR, paid intern programme and work experience opportunities. |
|  | Manage organisational budget, audit and expenses, working with back-office accounting support to ensure processes are in place and compliant with HMRC, Companies House and Charity Commission. |
|  | Manage organisation grant agreements, funding reports and payments. |
|  | Work with the Director and team to develop and maintain databases and mailing lists, etc. |
|  | Act as staff team liaison and provide overall coordination of organizational activities, including leading weekly team meetings and coordinating bilateral meetings. |
|  | To coordinate meetings and events on behalf of the organisation in liaison with the Director and team including finding and booking venues, inviting speakers and participants, and logistical arrangements including arranging catering, travel etc where appropriate. |
|  | Provide a professional public face and initial contact point for guests and contacts, as appropriate. |
|  | Responsible for health & safety and fire procedures and risk assessments. |
|  | Responsible for liaising with the building managers and for security of the office and equipment including IT systems, furniture and other supplier relationships. Ensure the office is a clean and a safe environment for staff and visitors. |
|  | Responsible for all ICT systems including IT, telephones, and supplies. |

**Finances and book-keeping**

1. Dealing with funders and suppliers in a professional and timely manner – processing, recording and reconciling financial transactions, to operate the agreed financial controls of the charity.
2. Supporting the Treasurer to produce regular financial reports for the Trustee Board and its subcommittees, for quarterly reports and the annual audit.

**Executive Assistant to the Director**

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| 1 | Facilitation of Trustee Board meetings and AGMs (and any other meetings or sub committees of the Board) including meeting preparation, minute-taking, follow up, logistical arrangements, to support the Chair and Trustee Board in ensuring that the organisation fulfils its governance responsibilities.  |
| 2 | Manage the Director’s diary taking into account key organisational and agreed priorities; undertake pro-active forward planning, in liaison with other members of the team where appropriate. |
| 3 | Organise all aspects of the Director’s meetings, key note speaker events including presentations, (both in the UK and abroad) including travel, accommodation, facilities, audio visual aids, expenses etc.  |
| 4 | Manage the communication and information flow between the Director/team and both internal, external contacts and stakeholders. Responding directly to enquiries and correspondence where appropriate, drafting responses to emails, letters etc. |
| 5 | Support the Chair, Treasurer and Director with developing and reviewing governance procedures and practices and supporting Trustees in their roles. |
| 6 | Organise and facilitate meetings including finding venues, liaising with participants/guests, arranging food/refreshments etc. |

**Person specification**

**Essential**

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|  | Demonstrated significant experience in office management or as an EA or PA at senior level (preferable CEO, Director). |
|  | Experience facilitating all aspects of Board level meetings including preparing agendas, liaising with participants, minute-taking and following up actions. Familiar with supporting chairs, directors, trustees and committees. |
|  | A proven ability to prioritise, plan, organise work, multi-task and meet deadlines, whilst in a busy environment. |
|  | Excellent communication and interpersonal skills. |
|  | Sound understanding of and proven ability to be discreet and confidential where appropriate. |
|  | Experience of office management including developing office systems and procedures including responsibility for H&S and Fire Procedures and maintenance. |
|  | Strong MS Office skills including being a regular user of Word, Excel, PowerPoint + experience using Outlook and internet. |
|  | Strong numeracy skills, and aptitude working with numbers and budgets |
|  | Strong commitment to the values of the organization, including an understanding and commitment to inclusion, equality and diversity. |

**Desirable**

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| 1 | Experience using online banking  |
| 2 | Experience updating websites  |
| 3 | Experience of press and media relations  |
| 4  | Experience with social media |
| 5 | Experience managing personnel and human resources |

**Conditions**

The salary will be in the range £30,000 - £35,000 pa. The remuneration package includes a contribution towards a personal pension plan of up to 10% of gross salary, based on double-matching employee contributions.

The standard office hours are 10am-6pm, Monday to Friday, though a willingness to work flexibly and out-of-hours will be part of the job. Will be some occasional weekend/evening commitments for which time in lieu is given.

Three months termination of contract is required on either side, except during the initial probationary period of six months.  The organisation aspires to be an Equal Opportunity Employer and welcomes applications from any qualified individual.

The organisation is currently based in central London, near Covent Garden, but the precise location may be subject to change over time.