

Solidaritech

Job Description: Office Manager

Salary: £29,636 (£6007 pro rata)

Hours: 7.5 hours a week - working pattern to be agreed

Location: Solidaritech Office

Responsible to: Solidaritech CEO/Project Lead

This post is initially offered on a fixed-term contract ending in January 2023; however, it is our intention to seek ongoing funding for this role.

This is a demanding role, with lots to be done in a limited time and will require a highly skilled, organised, and motivated individual.

Purpose of the post

To provide Solidaritech with financial, administrative, and information management support, and to lead on the development of systems that will support the development of the Refugee Integration Service

Duties and responsibilities

Project Support

1. To lead on the development of Solidaritech's admin systems to ensure
 - a. that information on clients, referrals and partners are recorded in a fashion which reflects the legislative and project needs.
 - b. the processing of donated equipment (e.g., arranging the collection/delivery/testing/repair of second-hand IT equipment) in collaboration with the Project Technician.
 - c. Financial management, reporting, recording, and record keeping in line with Solidaritech and project partner requirements.
 - d. the project deliverables are recorded, and project evaluation milestones are achieved
2. To support the CEO/Project Lead with planning and setting up online and offline training materials, events, and activities

Finance

3. Bookkeeping using QuickBooks: Issuing cheques, invoices, data and filing management of financial records, processing expenses, bank reconciliation.
4. Banking
5. Coordinate salary and pension payments and contributions with our external provider
6. Petty cash

7. Maintain a list of potential/actual funders, and log which applications have been made, to whom, when and the paperwork/requirements of any successful bids
8. Assist CEO in liaison with external bodies including accountants/financial service providers/grant funders
9. Prepare Solidaritech's budget, management accounts and cash flow statements
10. Reviewing management information bi-monthly, with the CEO, to monitor costs against budgets
11. Support CEO with preparing budgets for Funding applications
12. Deposit all income and acknowledge donations

Administration

13. Provide administrative support to Solidaritech staff and volunteers
14. Ensure the creation/maintenance of a database of volunteers, partners, and supporters
15. Lead on purchasing and procurement of services - including managing relationships with IT, stationery, office equipment and ensuring that we get best value for money contracts
16. Health and safety – ensuring cyclical office/workshop inspections e.g., fire alarms, PAT testing, workspace assessments are completed.
17. Archiving and maintaining a tidy, organised office working area.
18. Ordering stationery and stock management
19. Events planning (including AGM)
20. Ensuring Data protection obligations are met, and documents securely filed.
21. Support the smooth running of meetings by compiling and distributing papers, issuing invitations, and taking minutes.

Human Resources

22. Support with recruitment, support to interview panels, advertising, collating packs, preparation of rooms and paperwork for interviews and presentations, taking up references, background checks, and other recruitment related administration.

Communications

23. Information: create and maintain an up-to-date contact database and reference materials.
24. Assist with update of websites and social media
25. Correspondence: distribute incoming and outgoing post
26. Assist CEO with production of the Annual Report/Review

General

27. Respond to telephone enquiries, signposting where necessary

28. As part of the office team, assist with general administrative duties including answering incoming phone calls, welcoming visitors, supporting volunteers etc.
29. Participate in staff meetings and related events and generally contribute to the effectiveness of Solidaritech.
30. Participate in individual supervision, training and appraisal as agreed with the CEO
31. Contribute to the development and review of Solidaritech activities
32. Work in accordance with the vision, mission, and values of Solidaritech and observe policies, procedures and working practices set out by the Board of Trustees.
33. **To champion the inclusion and contribution of asylum seekers and refugees to the work fo Solidaritech, and to model our values of equality, inclusion and anti-oppressive practice in all aspects of your work.**
34. Carry out any other responsibilities that reasonably fall within the scope of the role and assist with any reasonable duty at the request of the CEO/Board of Trustees.

Personal Specification

Method of Testing (MoT): A = Application form; I = Interview; T = Test

Requirements	MoT
Qualifications 1. Recognised qualification in Business Administration (NVQ 4) or ability to work to this level	A
Experience & Knowledge 2. At least 1 year of working in a senior administration and/or finance role, with responsibility for development, management and operation of admin and finance systems 3. Experience of financial management including budgets and cash flow. 4. Managing timescales for delivering work, reports and triggering funding payments 5. Awareness of health and safety issues & risk management in an office environment 6. Understanding of data protection and confidentiality	A & I A & I A & I & T A & I & T A & I & T
Skills 7. Ability to write and speak clearly in English and ensure one is understood (including communicating with people who have English as a second language) 8. Highly developed interpersonal skills 9. Ability to organise own workload and think proactively 10. Excellent computer literacy skills including Microsoft Office and/or WordPress and ability to pick up new software skills	A & I & T A & I A & I & T A & I & T
Attributes 11. Commitment to equality of opportunity and celebrating diversity 12. Willingness to develop professionally and attend courses as required 13. Enjoys working and communicating with a wide range of people 14. Enjoys working collaboratively across a small staff team 15. Commitment to Solidaritech's Vision and Values 16. Willingness to give and receive constructive feedback 17. Ability and willingness to work flexibly including some evening and weekend work (planned)	A & I A & I A & I A & I A & I & T A & I A & I

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