

# **STANDING together**

against domestic violence

## **Job Description Office Manager**

<b>EMPLOYING AGENCY:</b>	<b>Standing Together Against Domestic Violence</b>
<b>Job Title:</b>	Office Manager
<b>Responsible to:</b>	Finance & HR Officer
<b>Salary:</b>	£23,000pa /Pro rata for part-time (including ILW)
<b>Benefits:</b>	25 days' holiday and workplace pension
<b>Working Hours:</b>	35 hours per week
<b>Work Location:</b>	Based at the office of Standing Together Against Domestic Violence in Hammersmith.

### **JOB PURPOSE**

- To be responsible for organising and coordinating the office administration operations and procedures to ensure organisational effectiveness and efficiency.
- To provide administrative support in relation to the functioning of the office.
- To provide administrative support to the Project teams, including CEO and Partnership Manager.
- To manage the computer systems and resolve problems in liaison with external contractors.

### **DESCRIPTION OF DUTIES**

All the following duties to be carried out in line with:

- The Standing Together Equal Opportunities Policy
- The Standing Together Confidentiality Agreement
- The Standing Together Information Sharing Protocol

and in a way which respects at all times:

- The independence of each individual agency participating in the project, whether from the statutory or the voluntary sector, and their status as equal partners in the project.

- The key principles, which guide and inform the project (survivors' and children's safety; offender accountability; giving a clear message that domestic violence is a crime which will not be tolerated in our community).

## **KEY RESPONSIBILITIES:**

### **1. ADMINISTRATION DUTIES**

- To answer phones and deal with enquiries, take messages and ensure colleagues are aware of messages.
- Respond to Standing Together email enquiries, ensuring that they are correctly dealt with, or assigned to the appropriate person.
- Serve as the first point of contact for visitors.
- Be responsible for the maintenance and ordering of all office supplies including stationery and office equipment.
- Schedule meetings, prepare agendas, record and distribute minutes for Standing Together team meetings.
- Responsible for troubleshooting computer and systems problems and liaising with IT specialists to resolve problem.
- Provide administrative support in developing and building positive relationships with the STADV team.
- Responsible for booking venues/meeting rooms and managing the booking room calendar.
- Open and distribute posts to the appropriate member of staff.
- Take the lead in ensuring Standing Together meets health and safety requirements.
- Oversee the good appearance of all aspects of the office and organise repairs.
- Support the training team with course bookings and preparation of training material.
- Carry out other ad hoc duties as required.

### **2. FINANCE DUTIES**

- Book travel, hotel accommodation and training courses.
- Reimburse employee expenses from petty cash.
- Manage and reconcile petty cash system.
- Support the Finance Officer on other ad hoc duties

### **3. HR DUTIES**

- Maintain staff induction pack for new employees.
- Maintain accurate records of individual staff annual leave and sick leave.
- Update staff structure chart and employee contact lists.

- Partner with HR to update and maintain office policies as necessary.
- Assist in the recruitment process in collating job applications and set up interviews.
- Undertake other ad hoc HR duties.

### **GENERAL RESPONSIBILITIES**

1. Ensure that Standing Together is presented in a professional manner to all coming in to contact with the organisation
2. To attend house-keeping and staff meetings of Standing Together and internal supervision
3. Keeping colleagues informed about issues arising from your work area, and consulting with them.
4. To self-manage your workload administration e.g. typing, photocopying etc.