



JOB DESCRIPTION

POST	Office Manager
BASE	The Junction, 82-86 Great Junction Street, Leith, EH6 5LL
HOURS	30 hours per week (Full time 35hrs), must be available to work evenings.
RESPONSIBLE TO:	Service Manager Accountable to Board of Trustees via the Service Manager
RESPONSIBLE FOR:	Office Administrator
RATE OF PAY	Salary Scale £26,000 - £28,000 per annum (pro rata), subject to experience.

PURPOSE OF JOB

To contribute to the effective delivery of the full range of services provided by The Junction; by providing specialist advice and support to the staff team on the information, administration, Human Resources and financial management of the organisation. To lead on, implement and further develop organisational systems.

REPORTING RELATIONSHIPS

The post-holder will work as part of The Junction staff team. They will report to the Service Manager of The Junction and will be accountable to the Board of Directors.

This post-holder will join the Senior Management Team and will have line management responsibility for the Office Administrator.

KEY TASKS AND RESPONSIBILITIES:

- To work within the parameters of The Junction's agreed policies. Promoting the ethos and objectives of the organisation and the services it runs
- Offering insight and differing perspectives as part of the management team
- Managing relationships with key suppliers ,partners and stakeholders.
- Work with Service Manager to formalise financial processes.
- Managing and developing systems for all project services and assisting staff.

- Support organisational change with development and implementation of process and system improvements
- Managing the collection of statistical data, and leading on the production of such publications as annual reports ; work with the Service Manager and team in the development and operation of monitoring and evaluation systems
- Taking a lead and ongoing development on human resource policies and structures
- Co-ordinate the Junction resource bank and website and ensure its accessibility to potential users. Work with the staff team to co-ordinate Junction events (AGM, Open Days etc)
- Prepare for and attend regular support/supervision meetings with the Service Manager and attend appropriate training as identified
- Manage IT, accessing external IT support as necessary
- GDPR experience, responsible for associated policies and procedures
- The role holder will hold both the Health and Safety Officer and Fire Officer role and lead on associated policies
- Line management & support development of the Office Administrator
- Support colleagues in roles, particularly in collating of data.
- To undertake other tasks, assigned by the Service Manager which reasonably fall within the scope of the post
- Providing the initial welcoming point of contact to young people and others accessing The Junction whether face to face, phone or email and signpost services / manage referrals
- To work in partnership with colleagues towards the development of a peer based approach.
- Attend and minute board meetings; coordinate and circulate agenda and papers
- Oversee marketing and overall responsibility of The 86 Space

PERSON SPECIFICATION: Office Manager

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Experience in similar role, familiarity of responsibility for implementing , developing and managing admin systems • Experience and ability to develop, implement, monitor and evaluate systems and protocols • Experience of managing a small team • Experience of financial systems and reports • Experience of Human Resources 	<ul style="list-style-type: none"> • Experience of collaborating with other agencies. • Experience of maintaining internet/email and other office IT systems, and troubleshooting technical problems • Experience of setting up and extracting from statistical records/databases • Understanding of voluntary sector funding including reports
KNOWLEDGE and SKILLS	<ul style="list-style-type: none"> • Relevant qualifications • Competence in using internet and email systems • Excellent computer literacy, including experience of Microsoft Word, Excel and PowerPoint. In addition the Office Manager required should have a working knowledge of financial accounting software • Excellent verbal and written communication skills • Good numeracy skills • Understanding of GDPR policy and practice 	<ul style="list-style-type: none"> • Evidence of ongoing professional development • Presentation skills • Research and report writing skills • An understanding of the principles of monitoring and evaluation • Sound understanding of issues affecting young people • Experience in using Adobe software packages • People management and development skills • Understanding of peer based working model
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Enthusiastic and well-motivated • Effective communicator with people of all ages and backgrounds, especially young people • Committed and open to challenge • Flexible, dynamic, innovative and resourceful • Commitment to work as a team and on own initiative • Committed to working to the Junction's values and ethos • Open to learning about and work with, peer based model 	