



JOB DESCRIPTION

JOB DETAILS

Job Title: Office Manager
Salary: £24,000
Hours: 37.5 hours per week (Part-time considered)

JOB PURPOSE

The post holder will be accountable to the Director of Operations and will be undertaking all administrative tasks relating to the day to day running of the head office functions, including HR administration, general administration, finance, data security, equipment and facilities.

As the central point of contact for all staff and volunteers the post holder will have an overview of many different aspects, an impeccable working knowledge of the company and its purpose.

MAIN DUTIES

Support to the organisation

- Establish and support professional and efficient administrative practices across the company.
- General office administration tasks including answering the telephone, filing, postage, emails and letters.
- Provide administrative support to the Director of Operation, the Chief Executive, the Board and the Senior Leadership Team.
- Make travel and accommodation arrangements for staff as and when required.
- Work alongside colleagues to support a range of internal and external activities.

Human Resources

- Act as first point of contact for our HR function and ensure that we have appropriate HR policies and procedures and acts at all times within the scope of best practice and the law.
- Maintain up to date staff and volunteer records, adhering to data protection law.
- Support the Director of Operations to manage an outsourced HR support relationship.
- Support managers with all administrative tasks from recruitment to exit.

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- Provide a comprehensive induction to all new staff on the organisation's HR and management practices.

Facilities management

- Ensure that our offices, facilities and equipment are managed and maintained to enable the company to high quality services.
- Ensure that the procurement of office equipment and consumables represent best value and are purchased in line with policies and procedures.
- Maintain an asset register.
- Ensuring there is a clean and tidy working environment and manage an outsourced cleaning relationship.

IT

- Manage an outsourced IT support relationship.
- Assist in resolving IT issues including PC's, telephone and work mobile telephones.
- Ensure compliant systems are in place that adhere to Data Protection Legislation and ensure data integrity and security.
- Support the submission of our data protection and security toolkit, reviewing and updating the supporting policies and procedures.

Financial Management

- Support the monitoring, control and administration of financial information, including invoices, staff salaries and expenses.
- Support the Director of Operations to manage an outsourced Finance relationship.

Health and Safety

- Ensure that we have effective policies, procedures and risk assessments in place.
- Carry out a regular audit of roles and facilities to identify ways in which we can improve health and safety management, and to implement improvements identified in those audits.

This list is not intended as an exhaustive list of duties and responsibilities. The post holder will be asked to carry out other duties which are appropriate to the skills of the post holder and grade of the post as the priorities of the company change.



PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
QUALIFICATIONS / EDUCATION / TRAINING	<ul style="list-style-type: none"> Evidence of continuous personal development. 	
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> Experience of working in an office environment. Experience of delivering administrative functions within an organisation. 	<ul style="list-style-type: none"> Experience of delivering services related to a range of HR functions. Experience of managing facilities. An understanding of health and safety legislation and its effective application.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Excellent verbal and written communication skills. Strong people management skills and ability to develop and sustain a positive work culture that ensures we live our values. Able to communicate positively, assertively and sensitively within a cross functional team environment. Excellent attention to detail. Used to working autonomously within the remit of the role. 	



FIRST CONTACT CLINICAL
ENABLING HEALTHY BEHAVIOUR CHANGE

	<ul style="list-style-type: none">• Highly proficient in Microsoft Office, in particular in Word and Excel.• Efficient and organised approach, able to operate on own initiative and demonstrate resourcefulness.• Able to manage multiple deadlines and priorities	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• Desire to make things happen and the drive to ensure it does.• Resilience to work in a small, flexible and professional team.	

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