**Job Description and
Person Specification**

POST TITLE: **Office Manager**

PURPOSE OF POST: To manage the team providing administration support to Dundee Volunteer and Voluntary Action staff, contributing to the smooth running of the organisation. Managing the organisation's resources effectively.

RESPONSIBLE TO: Dundee Volunteer and Voluntary Action Board of Management through the Finance Manager

MAIN DUTIES:

Provide a comprehensive administrative resource to support both the organisation as a whole and individual projects.

- Line management of administrative staff, organising their workloads and managing performance.

- Provide support and administration services for meetings and events at various sites across Dundee.

- Prepare any necessary reports, and relevant management information for the Senior Management Team and Board in a timely manner.

- Managing the organisation of files, both paper and electronic.

- Provide administrative support to the Board of Directors including minuting and collating papers for the Board meetings.

Managing the organisation's premises, particularly the head office.

- Line management of reception staff, ensuring a welcoming atmosphere and accurate information is given to visitors.

- Organise building repairs/maintenance at our 3 premises.

- Ensure appropriate systems are in place and communication is transparent with our tenants.

Provide support for HR & Finance services, working closely with the HR advisor and Finance manager to ensure an effective service is delivered.

- Managing the procurement system

- Assist with recruitment, induction and staff management systems.

OTHER DUTIES
The job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

CONDITIONS OF SERVICE
- These are set out in the organisation's staff handbook.
- All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
- The organisation has an equal opportunities policy and seeks to be an equal opportunities employer.

SALARY: £25,470 - £28,300

HOURS OF WORK: 35 hours per week, to be worked in accordance with DVVA Conditions of Service.

ANNUAL LEAVE: 21 days per annum on appointment increasing each year by 1 day to a maximum of 25 days, plus 6 public holidays, plus 5 days Christmas closedown.

LOCATION: Initially, the post holder may be required to work from home due to Covid-19 restrictions. There may be an option for the post to be a blend of home and office working in future. Our main office is based in Dundee city centre and we have community locations in Lochee and Whitfield.

TRAINING: Staff may make application to pursue appropriate training.

JOB DESCRIPTIONS are reviewed from time to time.

Person Specification

Administration Assistant

	Essential	Desirable
Professional/Educational Qualifications		
Qualified to degree level or equivalent relevant experience	✓	
Knowledge and Experience		
A proven track record in managing administrative work	✓	
Experience of managing staff	✓	
Experience of implementing and maintaining effective operational management systems	✓	
Experience managing areas such as IT, information governance (GDPR) and health and safety		✓
Experience of work within the Voluntary Sector		✓
Skills and abilities		
Excellent communication skills, both oral and written	✓	
Excellent organisational skills with the ability to handle multiple tasks simultaneously	✓	
Strong interpersonal skills, with the ability to manage internal and external relationships effectively	✓	
Strong leadership skills	✓	
Advanced IT skills, including in the use of Microsoft Office	✓	
Personal Qualities		
Self-motivated, enthusiastic and committed	✓	
Highly innovative and experienced in designing new systems and processes	✓	
Flexible approach with an ability to meet deadlines	✓	