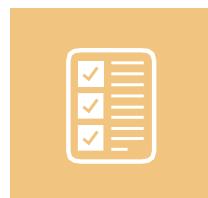


Office Manager (Maternity Cover)



Fixed term for 12 months
Part- time (3 days)
Location - Glasgow



Thank you for your interest in joining the superb team at the Mental Health Foundation.

This is a fantastic opportunity to join a growing organisation with an urgent and vital mission of prevention and promotion in mental health. For 70 years, we have been pushing forward the frontiers in our understanding of mental health. Interest has never been greater, and we have huge opportunities to make strides towards our vision of good mental health for all.

To achieve our vision, we are delivering our strategy, Making Prevention Happen. We have the financial resources to achieve a transformation in our reach and impact. To do that, we need to build an organisation that lives its values and has a strong and diverse team that is dynamic and committed to working together.

We work to manage and prevent mental health problems. More resources are being dedicated to services and treatment which we welcome but the prevention of poor mental health now stands as one of the defining social issues of our time.

There is much more to do, and we are looking for an exceptional Office Manager to enable the Mental Health Foundation to be the most effective it can be.

In this document we present information about the Foundation and about this vital role. If you are up for the challenge, I hope you will get in touch.

Kind Regards



Mark Rowland, CEO





WHO WE ARE

Our vision is good mental health for all.
The Mental Health Foundation works to prevent mental health problems. We will drive change towards a mentally healthy society for all, and support communities, families and individuals to live mentally healthier lives, with a particular focus on those at greatest risk. The Foundation is the home of Mental Health Awareness Week.

Making Prevention Happen

Since 1949, the Mental Health Foundation has been the UK's leading charity for everyone's mental health. With prevention at the heart of what we do, we aim to find and address the sources of mental health problems so that people and communities can thrive.

The Foundation aims to promote good mental health for all through research, policy, innovation, and campaigning.

Our values:

Side by Side

Walking our Talk

Determined Pioneers

Making a Difference

Our approach:

Tell the world

We publish studies and reports on what protects mental health and the causes of poor mental health and how to tackle them.

Find solutions

We test and evaluate the best approaches to improving mental health in communities and then roll them out as widely as possible.

Inform and empower

We give advice to millions of people on mental health. We are most well-known for running Mental Health Awareness Week across the UK each year. We enable mentally healthier lives through public information and engagement.

Change policy and practice

We propose solutions and campaign for change to address the underlying cause of poor mental health.

Build a strong Foundation

We aim to become an exemplar employer and build an organisation that is financially sustainable and thriving



ABOUT THE ROLE

Place of work:	Floor 2, Moncrieff House, 69 West Nile Street, Glasgow, G1 2QB
Grade:	Grade C, Level 1, Points 1-4
Salary:	Starting at £31,350 rising to £35,381 (pro rata)
Contract type:	Fixed term contract for 12 months (maternity cover)
Hours:	16 hours per week (0.5 FTE) across 3 days
Department:	Support Services
Reports to:	Facilities / Office Manager
Responsible for:	N/A
Budget responsibility:	£10k

Job purpose:

To directly ensure the smooth running of the Glasgow office and contribute to the overall office and facilities footprint of MHF.



JOB DESCRIPTION

Glasgow Office Environment

- Perform regular office checks to include security, cleaning, lighting, heating & ventilation, plumbing, waste disposal etc and deal with any issues, to ensure that all areas meet a high standard, visually and operationally contributing to staff wellbeing
- Coordinate and/or proactively support any furniture, equipment (IT and other) and office changes and moves
- Deal with maintenance matters, promptly arranging both reactive repairs and routine upkeep of office space, furniture and equipment
- Research and maintain a list of qualified and cost-effective tradespeople/contractors for repairs, refurbishment, pest control etc.
- Ensure meeting rooms are appropriately set up
- Liaise with building managers, security/reception staff and other representatives of the Foundation's landlord to maintain a good working environment
- Manage the contract with the external cleaning company
- Maintain a list of catering contractors covering a range of dietary requirements for use by the Foundation for internal and external events that fit within our environmental policy and budgets.
- Maintain visitor signing-in logs and maintain basic security
- Order, record, issue and monitor use of building passes, fob keys etc.
- Deal with general incoming and outgoing post/couriers efficiently, supporting teams with high volume postal needs as required
- Support the orientation of all new staff and volunteers to the office environment as part of the induction process
- Manage the purchase and stock of office supplies and services
- Along with the Facilities/Office Manager create, plan and organise social activities in the office including Christmas party, all staff get togethers and smaller events.
- Maintenance of office petty cash including recording of spend and reconciliation on a monthly basis
- Maintaining a register of all "signed out" items including laptops, office equipment, office keys etc. and arranging their return as necessary
- Support HR with the administration of new starters and leavers for example right to work checks.

Foundation wide facilities activities

- Help ensure the Foundation's environmental policy is adhered to for all facilities and office matters.
- Support the office management teams sharing knowledge on relevant legislation and advising on best practice
- Help with the implementation of new cross company facilities projects and practices
- Help ensure all cross-company facilities activities and information is effectively communicated internally and externally as needed including updating the intranet system

Health & Safety

- Assist the Facilities / Office Manager in performing the Foundation's Health & Safety duty to staff
- Act as fire marshal and first aider for the Glasgow office, maintain the accident book and coordinate volunteers in these roles, arranging training when required and providing regular activity reports to Facilities / Office Manager.

Wales office

- To support the Wales office with basic office management support.

General

- To promote and support the achievement of the Foundation's mission, goals and values.
- To support the strategic aim of Building a Strong Foundation.
- To act as a positive ambassador for the Foundation in all opportunities.
- To maintain a high standard of probity in professional, personnel and financial matters, maintaining good relations with colleagues and external partners and to act in accordance with the Foundation's staff code of conduct.
- To uphold and promote the Foundation's commitment to equality, diversity and inclusion, and the value of lived experience.
- To engage in learning and development activities appropriate to the role.
- To have due regard to safeguarding and health and safety issues.
- To undertake any other duties as may reasonably be required.

This job description is not contractual and is liable to change over time.



PERSON SPECIFICATION

	Essential	Desirable
Knowledge and qualifications	<ul style="list-style-type: none">• Basic knowledge and understanding of health & safety requirements• Demonstrable knowledge and understanding of security/maintaining a secure environment• Understanding and commitment to eco-friendly, sustainable 'green' practice	
Skills and abilities	<ul style="list-style-type: none">• Professional, clear and polite face to face and written communication with a wide range of people, including staff, Trustees, visitors and contractors• Able to spot and resolve physical environment issues quickly and effectively• Working to a high standard of quality and timeliness, willing to take responsibility for results• Structured and methodical approach to maintaining a good office environment• Able to understand or anticipate the needs of colleagues, visitors and other users.• Proven IT skills and ability to use Microsoft Outlook, Word and Excel as applicable• Ability to take ownership of projects and ensure they are delivered on time and schedule• Self-motivated and proactive, effective problem-solving skills• Flexible and able to work well in a team, develop good working relationships with a wide range of staff and promote	

	<p>a welcoming and helpful environment</p> <ul style="list-style-type: none">• Creative approach to office activities	
Experience	<ul style="list-style-type: none">• Demonstrable experience of working in a similar role• Proven experience of liaising with suppliers/contractors	
MHF requirements	<ul style="list-style-type: none">• A commitment to working in accordance with the Foundation's values and essential principles as laid out in the Foundation's strategy.• Committed to equality, diversity and inclusivity, as well as the Foundation's aims.• Self-sufficient in the use of information and communications technology.• Ability to self-manage a full and varied workload.	

Competencies for working at the Mental Health Foundation

We expect all employees to be able to use these competences to a high level in their roles.

During the recruitment process, at interview stage, we look for evidence of all these competencies.

- Expertise, knowledge and analysis
- Communication, influencing and promotion
- Relationships and partnership working
- Service focused
- Business aware
- Strategic thinking and decision making
- Leadership
- Adaptability and personal responsibility
- Innovative and creative
- Committed to personal development