

Job description

OFFICE MANAGER

Salary: £33,003 p.a. (pro rata £26,402)

28 hours per week, 80%.

Flexible hours available



INTRODUCTION

Children's Parliament is a friendly, Edinburgh-based charity that works in Scotland and beyond. Our dream is that children grow up in a world of love, happiness and understanding. Our mission is to inspire greater awareness and understanding of the power of children's human rights and to support implementation of the United Nations Convention on the Rights of the Child (UNCRC).

We are looking for a team member to manage our office located in Summerhall in Edinburgh. This unique role will require your expertise in running a busy workplace as well as your passion for delivering an exceptional employee experience. Excellent organisation, communication and finance skills are essential for this role. You will have the ability to build great relationships with a diverse range of staff, trustees and funders. As a small charity, the ability to jump in and support the team is important, as is the ability to problem solve.

The Office Manager will have a strong focus on finance, leading on financial transactions and managing the day-to-day relationship with our outsourced finance provider. The role will support our internal budget holders, as well as managing financial communications with our funders.

You will support the Senior Leadership Team and Trustees in the running of the organisation and manage the logistics and note taking for our Board committees. This role reports to the Head of Operations and Business Development, as part of our operations team.

We offer flexible working, the opportunity to work from home for part of the week and we are happy to discuss working patterns with candidates, either in advance or at interview. With the requirements for the role, we anticipate the successful candidate will work in the office for at least three days a week.

SPECIFIC AREAS OF WORK

Finances and Fundraising

- Undertake all financial transactions: issue invoices; pay invoices; pay staff expenses; oversee standing orders; allocate expenses and income to classes.
- Manage company credit cards.
- Ensure up to date knowledge of Children Parliament finances.
- Manage the day-to-day support of Children's Parliament's outsourced finance provider.
- Liaise monthly with Senior Leadership Team and payroll services to finalise monthly payroll.
- Manage financial communications with funders.
- Ensure adherence with funding criteria.
- Liaise with project staff to gather data for activity database.
- Work with Senior Leadership Team to produce budgets for project/consultation bids.
- Prepare annual budget with finance provider/Heads of Programmes/Ops.
- With finance provider, prepare files for audit and work with auditors during audit.
- Work with finance provider to produce Annual Accounts.

HR

- Undertake recruitment planning and advertising.
- Liaison with candidates during the recruitment process, including support to provide an inclusive recruitment process.
- Provide administrative support to interview panel during recruitment processes.
- Ensure adherence to Disclosure Scotland requirements.
- Prepare staff contracts.
- Administer the Breathe HR system for annual leave and sickness reporting.
- Liaise with staff to deal with administrative queries.

Board of Trustees / Finance Sub-Committee / temporary sub-committees

- Record minutes of all meetings.
- Liaise with Chair re agendas/dates and other administrative tasks.
- Liaise with Trustees to ensure compliance with agreed tasks.
- Organise meeting space - papers/refreshments/IT requirements.
- Oversee induction of new Trustees.

Administration

- Ensure positive first point of contact for organisation.
- Maintain effective records and filing systems.
- Maintain SharePoint filing system.
- Organise venue/catering for staff meetings/events.
- Liaise with landlord and office suppliers.
- Liaise with schools and other partners.
- Support bookings for residential events

- Organise business insurance, Lobbying Register and other annual requirements with external organisations.
- Maintain office stationery/supplies.
- Purchase relevant equipment. Ensure all equipment is maintained to a reliable standard.
- Ensure all staff are aware of location of resources and encourage efficient, tidy practice.

Senior Leadership Team

- Support the Senior Leadership Team in the general running of the organisation.
- Record minutes of management and other internal meetings.

Project Support

- Identify support required at outset of project and agree tasks with project lead.
- Provide assistance with travel/venue/accommodation booking for staff trips/residentials.
- Administer our membership process for Unfearties, who are people that stand up for children's human rights.

PERSON SPECIFICATION – OFFICE MANAGER

EXPERIENCE

Essential

- Sound knowledge of office administrative systems.
- Sound knowledge of financial processes.
- Gravitas, confidence and credibility to operate as first point of contact for the organisation.
- Professional alignment with Children's Parliament vision, aims and ethos.
- Ability to problem solve in a calm, logical manner.
- Experience of high-level communication with a range of external individuals and organisations.

Desirable

- Experience of supporting staff.
- Proven financial management, including responsibility for budgets.
- Experience of working with a Senior Leadership Team and of formulating and delivering strategic objectives and policies.
- Experience of proofreading.

Skills

- Strong inter-personal skills.
- Excellent communication skills, both written and oral.
- Excellent organisational skills.
- Ability to problem solve.
- Ability to work unsupervised.
- Ability to be self-motivated, to set priorities and measure progress.

SUMMARY TERMS AND CONDITIONS OF EMPLOYMENT

Hours:	28 hours per week (80%). We would support flexible working for this post.
Salary:	£33,003 (pro rata £26,402).
Annual leave:	30 days + 10 days public holiday per year pro rata (so 80% of this entitlement).
Pension:	A contributory pension is in place.
Probation period:	3 months.
Sick pay:	2 months full pay and one month half pay within any 12-month period.
Location:	This post is based at our office in Edinburgh with an option for working from home for part of the week.
Duration:	This is a permanent contract.
Reports to:	Head of Operations and Business Development.

Children's Parliament is an equal opportunities employer. All applicants are treated equally and fairly throughout the recruitment and selection process.

About Children's Parliament



Our Dream

Our dream is that children grow up in a world of love, happiness and understanding.

Our Mission

Our **mission** is to inspire greater awareness and understanding of the power of children's human rights and to support implementation of the United Nations Convention on the Rights of the Child (UNCRC) across Scotland.

Our Priorities

1. **Demonstrate:** We will work with partners locally and nationally to demonstrate a children's human rights approach in practice.
2. **Influence:** We will work with children and partners to influence national legislation, policy and practice, to systematically implement the UNCRC
3. **Build Capacity:** We will work with individuals, organisations and public bodies to build their capacity to deliver children's rights.
4. **Grow the Movement:** We will help drive cultural change across civil society to create a nation that values children and delivers their human rights.
5. **Strengthen our organisation:** We will continuously improve our systems and processes to deliver our goals.

We deliver our priorities in a manner which embodies our organisational **values:**

Unfeart Because we speak truth to power and we are prepared to be different.

Creative Because we will find the path we need to make rights real.

Kind Because it allows us to connect and understand the world through others' experiences.

Fair Because we recognise that equity requires each child to have what they need and that this will be different for every child.

For more information about Children's Parliament: www.childrensparliament.org.uk