

JOB DESCRIPTION

JOB TITLE:	Office Manager
RESPONSIBLE TO:	Chief Executive, AGE North Down & Ards (AGEnda)
LOCATION:	24 Hamilton Road, Bangor, BT20 4LE
HOURS:	20 hours per week
Salary:	£11,440 pa (£11 per hr)

INTRODUCTION

The AGE north down & ards (AGEnda) vision is to ensure that older people in the Ards and North Down area are comfortable with growing older. AGEnda's purpose is to support older people to live healthy, independent, and fulfilling lives.

SUMMARY OF POST

The Office Manager is a part-time position based in the Bangor office. Responsible for managing the ongoing administration for AGEnda, as well as supporting the Chief Executive with occasional project work

JOB DESCRIPTION

Office Management & Administration

- To oversee and support administrative duties in the office and ensure that office is operating smoothly
- Design & maintain filing systems
- Work with others to create database systems where appropriate and ensure that they are maintained
- To oversee health and safety compliance in the organisation
- Manage GDPR compliance for AGEnda in line with legalisation
- Ensure AGEnda's policy & procedure management is handled effectively & efficiently
- Organise selective meetings e.g. Board meetings and present minutes as required

Project support for Chief Executive

- To provide support for individual projects as directed and delegated by the Chief Executive

Website and Promotional activity

- Administrate AGEnda's website & social media presence in line with the organisation's policies

General duties

- Attend office meetings with the Chief Executive
- Organise regular staff team meetings
- Implement and work to all AGEnda's policies and procedures
- Attend training within post responsibilities
- Perform other duties appropriate to the post as requested by the Chief Executive
- Be prepared to work occasionally as required outside agreed hours
- Travel as required within agreed duties using own vehicle - expenses paid
- To act at all times within the organisations policies and in the best interests of AGEnda

Information

- AGE north down & ards is an equal opportunities employer and all staff are expected to adhere to the Equal Opportunities Policy throughout the course of their employment.
- Successful candidates will be appointed following satisfactory Access NI and other pre-employment checks.
- This job description is not definitive or restrictive and will be open to modification to meet changing needs in line with organisation policies
- Temporary contract. Contract renewal dependent on funding.

PERSON SPECIFICATION

The person specification provides information on the qualifications, experience, knowledge and skills required to carry out the duties of the post.

The essential criteria will be used for shortlisting and as part of the selection process.

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's C or above including English and Maths. • NVQ Level 3 or Diploma Level qualification in Business & Administration 	<ul style="list-style-type: none"> • Educated to Degree Level
Experience, Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • A minimum of 3 years' experience of office management, specifically in setting up systems and protocols for the efficient and effective administrative support. • Confident self-starter, able to work proactively, think ahead & multi-task. • Works well with others in a busy office environment • Ability to multi-task and prioritise daily workload • High level of IT proficiency – proven Microsoft Office Skills. (spreadsheet, word processing, database and email essential) • Experience of working with confidential information • Experience of collating information into reports • High level of verbal & written communication. 	<ul style="list-style-type: none"> • Experience of working in a small charity with volunteers and older people. • Experience in working with & maintaining GDPR, policies & procedures.
Additional Requirements	<ul style="list-style-type: none"> • Respect confidentiality at all times and adheres to AGEnda policies & procedures. • To undertake any other duties as required. • Reliable & Punctual • Meet the Access NI requirements. • Full current driving license and access to car insured for business use during working hours or access to a form of transport to meet the travel requirements of the post e.g. meetings 	

The selection panel reserves the right to enhance the shortlisting criteria to facilitate the process when necessary.