



Title	Office Manager
Hours	22.5 per week
Pay	£22,021 – £23,369 (pro rata)
Location	The Parasol Project, Tower Playbase Maltfield Road, Northway Oxford OX3 9RG
Responsible to	Executive Director
Working closely with	Executive Director Tower Playbase Coordinator Finance officer Fundraiser
General purpose of the job	The Office manager's role is to ensure admin processes flow efficiently, to maintain clear records, coordinate meetings and work with the team to maintain high standards of organization, safety and inclusion.

Main Duties	<p>Database: Electronic & physical data entry & maintenance of child, teen and adult member's registration forms.</p> <p>Central Record: Data entry & maintenance of essential records (staff data, accidents, incidents referrals etc)</p> <p>Master Data record: Data entry & maintenance of members activity attendance records to enable accurate reporting to funders & supporters.</p> <p>Safeguarding record: Data entry & maintenance of safeguarding records, organise safeguarding meetings with service managers and ensure updates & actions are recorded accurately.</p> <p>Fundraising admin: Data entry and maintenance of fundraising record. Communication with Fundraiser regarding bid responses, donations, and Community fundraising.</p> <p>Social media: Coordinate Parasol's monthly social media updates.</p> <p>IT systems: Monthly data backup.</p>
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Main Duties	<p>Supply audit & ordering: Coordinate the monthly auditing and ordering of office, activity & building supplies.</p> <p>Banking: Recording petty cash transactions. Making monthly bank deposits. Coordination with the Finance officer to ensure invoices & bills are dealt with in a timely fashion.</p> <p>Team meetings (holiday activity staff): Organise and minute weekly group supervision.</p> <p>Team meetings (Office): Organise and minute monthly and annual office team meetings.</p> <p>Insurance: Ensuring that Parasol has the required insurance cover for all activities.</p> <p>Annual General Meeting: Coordinate service manager's & trustee reports and updates.</p>
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Person specification	<p>We are willing to consider candidates from any background provided they can demonstrate both the relevance of their skills and experience, and a sense of commitment to respond to Parasol's inclusive vision.</p> <p>Essential person specification:</p> <ul style="list-style-type: none"> • Excellent organizational, written and verbal communication skills. • Positive, energetic and resilient manner. • Computer competency including dealing with standard MS word, data processing, spreadsheets and databases. • Ability to work independently and as part of a team. <p>Desirable person specification:</p> <ul style="list-style-type: none"> • An understanding (and preferably direct experience) of the UK voluntary sector environment. • First Aid qualification. • DBS registered for update service. • Safeguarding qualification/training.
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