

## **Young Westminster Foundation**

### **Office Manager**

£25k pro rata, 18 hours per week

#### **Background**

Young Westminster Foundation (YWF) is a local charity that has been set up to work with organisations providing services focused on children and young people aged 0-25 in the City of Westminster. We are into our second year of operation and have grown in the last 12 months, looking to recruit an efficient Office Manager to support the small team and our wider partners with everyday operations and systems.

YWF growth and plans for the future bring an increased demand for administration which will enable the team to carry out their roles with more effectiveness. This is an exciting opportunity for an experienced administrator to join the team. A varied role, you will be helping create an innovative new organisation and make a real difference to young people's lives.

There are opportunities for flexible working within this role as well as for growth and experience working at various levels in a new charity. The office is based within the City of Westminster.

Interested? Please return your CV and a covering letter to [info@ywfoundation.com](mailto:info@ywfoundation.com) by Thursday 21<sup>st</sup> June

Interview date: 2<sup>nd</sup> July

[www.ywfoundation.com](http://www.ywfoundation.com)

## Office Manager, Job Description

### Responsibilities

1. Organisation lead for the SalesForce CRM system, supporting the team with maintaining records and producing reports.
2. Secretariat for board meetings and member meetings including coordinating papers, booking meeting rooms and taking minutes.
3. Event management – support the team with booking venues, organising catering, managing guest lists and preparing papers.
4. Office management – maintain an organised office environment, ordering stationery and supplies, maintaining a calendar of meetings, diary management and acting as the common point of contact for the team for operational tasks.
5. Support the team with IT systems and printing.
6. Finance management – pay invoices, send invoices to partners, maintain records of receipts, manage Quickbooks system and support the CEO and Treasurer with the Finance Working Group.
7. Small grants programme – oversee the administration of the grants including advertising grants and preparation of paperwork for grants panels.
8. Communications – manage the ‘info’ inbox for the team, dealing with enquiries and liaising with wider partners and stakeholders.
9. Monitoring and evaluation – take a lead on identifying and implementing a robust charity system of monitoring and evaluation. Work with member organisations to implement the system and provide training.
10. Supervise volunteers and interns who support the charity.
11. Work collaboratively with the team and wider partners.

## **YOU! What kind of person are we looking for?**

**Administration** – you will have significant administration experience and be able to work with efficiency.

**Project management** – experience of managing projects and/ or events.

**Technology** – you will be familiar with up to date presentation software and office systems for example CRM.

**Finance management** – you will be good with number and have experience of managing finance systems.

**Communications** – you will have good written skills and experience of communications.

**Interpersonal skills** – good interpersonal skills and experience of working with diverse groups of people and with minimal supervision.

**Mucking in** – working in a small team with tight resources you will not be shy about helping out with getting things done but in return you will get flexible working arrangements and a fun working environment.

**The cause** – you will be passionate about our vision to support children and young people, be aware of the issues and experience of working in the sector is a bonus!