

## Woking Mind - Job Description

**Job Title: Office Manager**

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**Purpose:**

**To co-ordinate day to day running of the office, provide PA support to Woking Mind CEO and administration support to the Business Support Director.**

**Reports to: Business Support Director**

**Key Relationships: CEO, Business Support Director, Fundraising & Marketing Team, Development Director, Services Director, Workplace wellbeing trainers, Partner Organisations, External organisations**

**Location: Head Office (Courtenay Road, Woking)**

**Hours: 37.5 hours per week**

**Salary: £27,125 per annum**

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### Overall Purpose of Job

The primary role of Woking Mind is to make sure that no adult in Woking and the surrounding areas has to suffer from a mental illness alone.

Woking Mind are looking for an Office Manager to ensure the efficient day to day running of our office and to provide PA support to the CEO. You will join a rapidly expanding and exciting environment.

Reporting into the Business Support Director, this is a new post to support our expansion and will require someone who can multi-task and be proactive in a busy and varied environment. Attention to detail and strong organisational skills in addition to accurate data entry is essential, as is experience in a similar role.

As a growing business, you will be given on the job training and on-going mentoring in a close knit, supportive environment. The candidate will work closely alongside the Business Support Director and the CEO, to support them as required.

## **Main Responsibilities**

1. Managing the office facilities, contractors, maintenance, invoices and petty cash
2. Maintenance of staff HR files and HR administrative duties. Knowledge of HR Law is not required.
3. Assisting with recruitment, induction and training of new starters
4. Management of office consumables and equipment ensuring timely replenishment of stock and servicing/maintenance of equipment
5. Organisation of CEO meetings and preparation of documentation, presentations, notes and minutes
6. Organising and tracking of professional development courses for team members
7. Maintenance of staff leave and sickness records.
8. Data entry to assist with administration for monthly payroll and financial reporting
9. PA duties to CEO
10. Management of CEO diary
11. Maintenance of company-level documentation: contracts, insurances, leases, memberships
12. Maintenance of all required office documentation and checks e.g. health and safety/fire risk assessments and associated regular tasks
13. Liaison with support to fix all IT, printer and telephony issues and maintain office connectivity
14. Coordination and booking of rooms for work spaces, meetings and other daily office use.

15. Working with Business Support Director to control office spend and manage supplier invoices
16. Produce invoices and track to ensure payment is received
17. Supporting the development and documenting of company-wide policies and procedures, their dissemination, implementation and monitoring compliance
18. Maintenance of office filing systems
19. Supporting Woking Mind team with lone working policy and opening/closing policy.
20. Any other reasonable duties

## **General**

21. Work within Woking Mind policies and procedures
22. All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, service users, supporters and the general public
23. All employees have a responsibility to prevent abuse and neglect and report concerns
24. This list is non exhaustive and other duties may be required to be undertaken to meet the needs of Woking Mind

## Woking Mind - Person Specification

**Job Title:** Office Manager

**Location:** Head Office (Woking)

Requirement	Essential or Desirable
<p><b>Qualifications / Education / Training:</b></p> <p>Qualified to a level 3 standard or higher, professional qualification or equivalent or relevant experience</p>	Essential
<p><b>Experience</b></p> <p>Experience in working within an office environment</p> <p>Experience working in a PA role</p> <p>Previous experience of working with confidential information</p> <p>Previous experience performing financial administrative tasks and data entry</p> <p>Setting and working to achieve targets</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>
<p><b>Knowledge/Skills/Competencies</b></p> <p>High degree of professional organisation and time management; ability to multitask</p> <p>Excellent interpersonal and written and verbal communication skills, and the ability to engage with people from different backgrounds, including empathy with people with a mental health condition</p> <p>Understanding of workplace wellbeing and/or mental health</p> <p>The ability to form and maintain excellent relationships with key stakeholders</p> <p>Ability to work under pressure</p> <p>The ability to adapt to changing business needs</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Requirement	Essential or Desirable
Excellent administration skills	Essential
An enthusiastic team player	Essential
Experienced user of MS Office	Essential
Numerate: experience of managing budgets	Desirable
Ability to work independently but ask for support when needed	Essential
<p><b>Other:</b></p> <p>Access to a vehicle</p> <p>Reliable and flexible, working evenings and weekends as necessary</p> <p>Commitment to Woking Mind's values</p> <p>Commitment to Woking Mind's Equal Opportunities and Diversity policies.</p> <p>Willingness to undertake any training relevant to the role</p> <p>Willingness to undergo an Enhanced DBS check where relevant</p>	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

**Date job originated: September 2021**  
**Reviewing Director: Thomasina Breslin**