



OFFICE MANAGER VACANCY

We are looking for an enthusiastic, self-motivated, confident individual, with a genuine desire to help others. Someone who feels a connection with the ethos of Proper Job.

Salary: £24K pro rata

20 hours per week, split over 4 days. Ideally 9am till 2pm, must include Monday and Friday.

Applicants must submit a cv and covering letter explaining why they are applying for the post and their suitability. Email your application to:

chloe@properjob.org.uk

or send by post to:

**48a Byram Arcade, Westgate,
Huddersfield, HD1 1ND**

**Closing date:
17th July, 12 noon**

properjob.org.uk





OFFICE MANAGER

JOB DESCRIPTION

ESSENTIAL SKILLS

- **Well organised**
- **Ability to create rapport with a broad range of individuals**
- **Good communication skills**
- **Ability to keep calm in stressful situations**
- **Good at planning ahead**
- **Patient**
- **Good digital skills**

PURPOSE OF THE POST

- To provide administrative support to all PJ staff
- To enable the smooth running of the company office
- To enable the company to fulfill its aims, policies and activities as outlined in the PJ business plan or external contracts.
- To be responsible for all necessary monitoring and evaluation material for all Proper Job projects

MAIN DUTIES AND RESPONSIBILITIES

General office and administrative duties

- To successfully manage all communication between PJ and any external bodies via email, phone, etc.
- To maintain and develop efficient filing systems
- To review, develop, maintain and update electronic company database systems and mailing lists particularly in relation to projects
- To maintain all office systems, e.g. telephone, printer, IT, marketing print etc.
- To keep the office efficiently run, tidy and organised
- To keep the office well stocked with stationery and office supplies
- To chase where necessary invoices for the company
- To attend and minute company meetings when required
- Track and monitor holiday allowance for all employees
- Track and ensure all staff have up to date DBS certificate, prevent and safeguarding qualification and any other contractual requirements for staff
- Understand every external contract and the specific requirements and ensure this is communicated to relevant staff.
- Ensure all policies, insurance certificates and other company documents are regularly reviewed and kept up to date

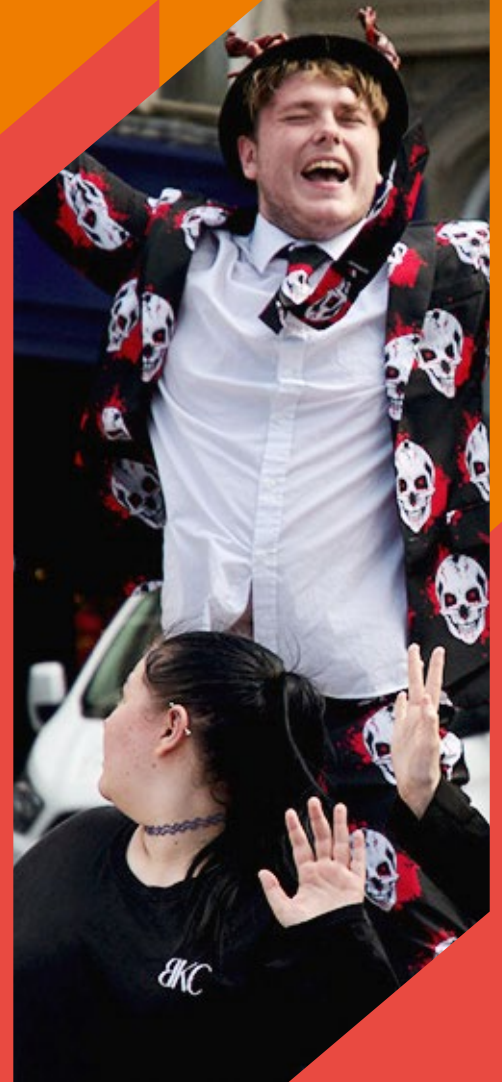
Project co-ordination

- To manage the relationship and ensure all necessary information is delivered to awarding bodies
- To work with funders and supply them with any contractual information relating to projects through liaison with project managers
- To write necessary reports for funders, including information on cross cutting themes, safeguarding issues, timesheets, barrier breaker, matching budget and actual spend

Data, monitoring and evaluation

- To collect the necessary data and evidence from each project and ensure that it is uploaded to the CRM or other required portals in a timely and efficient manner
- To comply with data protection
- Liaise with PJ fund raisers to provide them with any required data or other information necessary for applications
- To submit the necessary monitoring and evaluation to funders as required
- Any other duties as reasonably requested by the Directors and Project Managers

You can find out more about Proper Job Theatre Co. and the work we do by visiting our website: properjob.org.uk



GENERAL DATA PROTECTION REGULATIONS

The information submitted by applicants will be held and used by Proper Job Theatre Company in accordance with the provisions of the above Act and all relevant subsequent legislation. This information will be held and processed for the purposes of personnel / payroll administration and statistical business analysis. The information will be stored manually and electronically and disposed of after 6 months if application is unsuccessful.

If information provided on a CV and/or covering letter is incorrect or contains false statements this would render the applicant liable to summary dismissal.

DISABILITY CONFIDENT EMPLOYER

Proper Job Theatre Company strives to increase disabled people's access to work. We are a disability confident employer which means we guarantee interviews for suitably qualified disabled applicants who meet the minimum standard for all essential criteria in the employee specification. Therefore please tell us in your covering letter if you consider yourself to be disabled.

If you have a disability, please indicate whether you would need any arrangements to be made if you were invited to an interview.

Please give details of any adjustments that would need to be made in order for you to carry out the duties of the job if appointed.

EQUAL OPPORTUNITIES POLICY

Proper Job Theatre Company is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, gender reassignment, responsibilities for dependants, age, physical/mental disability, marriage or civil partnership, pregnancy or offending background.

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Proper Job complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.