

Post: Office Manager

Working hours: Four days per week (30 hours) – with some flexibility for the right candidate

Salary: £27,000-£30,000 per annum pro rata depending on experience (£21,600-£24,000 pro rata for four day week). Fixed term contract for 18-months with the possibility of extension

Leave: 20 days plus bank holidays (equivalent of 25 days plus bank holidays for full-time)

Pension: 8% of qualifying earnings

Reports to: Director and Finance Director

Location: Central London

Working with: Whole team

Application deadline: Monday 6th February at 5pm

Apply: CV and cover letter to recruitment@dulverton.org with subject line ‘Office Manager’

The Trust

The Dulverton Trust is an independent grant-making charitable trust established in 1949. We make grants to a wide range of both national and regional charities operating mainly in England, Scotland and Wales. Last year, the Trust awarded over £4 million in grants in the categories of Youth Opportunities, General Welfare, Conservation, Heritage and other fields. Since its foundation, the Dulverton Trust has made grants totalling over £100 million, which have provided much-needed support to thousands of charities.

The Trust is run by a team of five people based at its offices in St James’s Place, central London, under the direction of a Board of Trustees

For more information please see our website (www.dulverton.org).

The Job

This is an exciting time to join the Trust, as we say a sad farewell to our Office Manager, who has been with us for five years and is leaving for pastures new. The purpose of the role is to support the Trust with running the office building, bookkeeping and general administration. With good systems established, you should be able to hit the ground running – but equally, the Trust is committed to developing talent and there will be opportunities for you to develop your own systems and skills.

Key responsibilities are:

- Recording financial transactions in the Trust’s accounting and grant management systems.
- Keep good order of the building (2,500sq foot), its rooms and physical contents, by:
 - Carrying out regular inspections of the building and arranging remedial work.

- Arranging and logging contractor's regular maintenance (e.g. water testing, fire system, security system, air conditioning).
- Obtaining appropriate contractors, quotations, approvals and implementation for repairs, replacements or new work as required (with consultancy support any major repairs)
- Carrying out basic monitoring/tests (e.g. fire alarm and water temperature) and submit meter readings.
- Attending appropriate training courses, supervision and away days and taking proactive action to keep up-to-date on health and safety.
- Overseeing security processes, including programming of key fobs, keyholding and CCTV.
- Keeping relevant risk assessments and policies up-to-date and actioned.
- Act as key contact for the tenants in the building.
- Ensure the maintenance and purchasing of office equipment to include photocopiers, printers, other equipment and office supplies, making sure that good quality and reasonable prices are achieved with the suppliers.
- Monitoring and maintaining all Trust suppliers and contracts (utilities, supplies, telephone, Internet, etc) and software (e.g. salesforce, MS Office).
- Making basic changes to the website.
- Administrative support, such as managing incoming post, handling telephone calls, managing booking of the trust's meeting rooms and preparation of papers for the Board meetings.

Skills and experience

- Interest in the Trust's work and the charitable sector in general.
- Demonstrable evidence of an organised approach to a busy workload with a focus on proactive rather than a reactive working style.
- Ability to set and stick to priorities
- Excellent communication skills.
- Good budgeting and numeracy skills and appetite for delivering value for money
- Good IT skills with special advantage if experienced using xero, Microsoft applications and/or salesforce.
- A positive and "can-do" attitude
- Project management and planning skills