

JOB SPECIFICATION

TITLE:	Office Manager/Administrator
RESPONSIBLE TO:	GFSB Board of Directors
WORKING HOURS:	The post holder will be required to work a 37.5 hour working week Monday to Friday (Flexible 9-5.30 pm)
SALARY:	Up to £25,000 (dependant on experience)

JOB PROFILE:

The post holder will be responsible for the smooth and efficient functioning of the GFSB Office and a wide range of administrative, financial and managerial tasks supporting the GFSB Board and its membership.

KEY RESPONSIBILITIES:

Office Management:

- Line management of staff and contract cleaning
- Develop office policies and procedures and ensure they are implemented appropriately
- Identify opportunities for process and office management improvements and implement new systems as appropriate
- Produce management and performance reports for the GFSB Board
- Manage shared spaces ie Conference Room and office lettings
- Control office resources, furniture and consumables, sourcing supplies in an efficient and cost-effective way
- Manage and maintain IT equipment, infrastructure and databases
- Facilities Management: Deal with problems, manage building maintenance, organise services, plan and organise office moves and liaise with suppliers and service providers
- Ensure working environment meets Health and Safety requirements.
- Ensure compliance with Data Protection principles
- Support the GFSB Board of Directors organising/minuting meetings and preparation/production of reports

Administrative Support:

- Oversee and support all administrative duties in the office and ensure that the office is operating smoothly
- Manage the GFSB membership
- Manage office supplies inventory
- Deal with correspondence, complaints and queries
- Prepare letters, presentations and reports
- Liaise with staff, suppliers and clients
- Implement and maintain procedures/office administrative systems
- Delegate tasks to junior employees
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, booking transport & accommodation, undertaking research and produce reports
- Organise and schedule meetings/appointments electronically and in person
- Organise office systems and procedures

- Co-ordinate office staff activities to ensure maximum efficiency
- Carry out other duties commensurate with the post as may be required by the GFSB Board.

Marketing, Communication & IT:

- Manage all GFSB marketing
- Manage GFSB website, keeping it up to date and relevant
- Manage the GFSB and WIE social media pages, keeping them active and informative
- Prepare and circulate a monthly e-newsletter
- Manage the production of the In-Touch Business Magazine including overseeing adverts, articles, invoicing, printing, delivery and distribution
- Use and manage IT software systems and databases

Finances

- Manage and maintain petty cash records
- Manage the training budget and liaise with the GoG
- Manage debt recovery, invoicing, banking, etc.
- Manage contract and price negotiations with office vendors, service providers and office lease
- Manage GFSB budget with GFSB Board Treasurer

Events:

- Organise all company events or conferences in liaison with the Board of Directors
- Monitor and manage event attendance, location, marketing, advertising, etc.
- Ensure monthly breakfast networking are pre-planned in advance and a calendar of activities is scheduled for the year

Other:

- Liaise with training service providers and inform the GFSB membership of training opportunities
- Develop office staff, coaching and guiding them as appropriate for the efficient and effective running of the office administration
- The post holder will undertake any additional or amended duties appropriate to the scope of the post as may be allocated from time to time.

Conditions and requirements:

- The duties described in this job description must be carried out in a manner which promotes anti-discriminatory practice, equality of opportunity, dignity and respect of all Board members, GFSB members and other organisations/individuals who interact with the GFSB
- It is a requirement that an element of flexibility in duties and responsibilities are made when necessary to meet the changing needs and demands of the network.

Special factors:

- The appointment will be subject to satisfactory reference checks.

PERSON SPECIFICATION – GFSB OFFICE MANAGER/ADMINISTRATOR

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ● Grade C or above GCSE in English language (or equivalent recognised qualification) 	<ul style="list-style-type: none"> ● Relevant qualification in business administration
Experience	<ul style="list-style-type: none"> ● Extensive administrative experience ● Experience of financial management ● Experience of maintaining office systems ● Experience of electronic marketing through social media and website content ● Line management experience 	
Knowledge	<ul style="list-style-type: none"> ● Good knowledge and understanding of data protection principles and health and safety regulations 	
Key skills and behaviours	<ul style="list-style-type: none"> ● Excellent IT skills – proficient in the use of Google Drive and/or Microsoft Office and an ability to use new or unfamiliar software ● Excellent organisational and time management skills ● Excellent interpersonal, oral and written communication skills ● Effective negotiation and influencing skills ● Excellent customer service skills and problem-solving abilities ● Ability to prioritise workload and use initiative 	<ul style="list-style-type: none"> ● Commercial awareness
Values and personal attribute	<ul style="list-style-type: none"> ● Non-judgemental ● Flexible in approach ● Resourceful ● Positive and proactive ● Commitment to equality and diversity 	

Office Manager/Administrator

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The ideal candidate will:

Take proactive responsibility for the smooth running of a small, dynamic office where your professionalism, initiative and office skills will be welcomed. You will have plenty of room to be creative and the GFSB Board is always open to new ideas.

Your full-time role will include providing a full range of office management duties including:

- Day to day running of the office and GFSB membership
- Provision of admin support to the Board of Directors
- Staff management
- Financial management
- Event management
- Marketing, communication and management of IT infrastructure

This is an autonomous role, and you need to be comfortable being independent and making decisions under the guidance of the Board of Directors. This position will suit you if you have excellent interpersonal and presentational skills and office management experience. You need to be self-directed and have organisational and problem-solving abilities.

Applicants must have:

- Extensive administrative experience, including financial and electronic marketing
- Excellent IT skills - proficient in the use of Google Drive and/or Microsoft Office and an ability to use new or unfamiliar software
- Excellent organisational and time management skills
- Excellent interpersonal, oral and written communication skills
- Effective negotiating and influencing skills
- Excellent customer service skills and problem-solving abilities
- Ability to prioritise workload and use initiative

Applications outlining qualifications and demonstrating how your experience and skills match the job requirements are due by Wednesday, 30 March 2022.

Please submit your CV and cover letter by email to gfsb@gfsb.gi or call 20047722