

Brentwood Catholic Children's Society

Job Description

Job Title:	Office Manager administrator (job share)
Reports to:	Director
Place of work:	133 High Street, Billericay CM12 9AB
Hours of work:	To be negotiated (flexible working hours available) and term time only

Purpose of the Post

To oversee the administrative duties that facilitate the smooth running of our head office, organizing information and resources, working closely with the Finance and School's team.

Main Responsibilities:

- Oversee the day to day running/management of BCCS Head Office
- To provide administrative support to the Director, School, and Child and Family Counselling Services (Invoicing, payment scheduling, SLA's)
- Control and management of any facility related issue in liaison with Finance department; cleaning, gardening, IT, general office maintenance, insurance and annual contracts
- Oversight of BCCS Policies – schedule of reviews, revisions and updating folder
- Oversight of Trustees – meeting schedules and supporting documentation
- HR management – recruitment, interview process, employment checks, DBS, contracts oversight and induction
- Implement and develop systems to support BCCS evolving services.
- Office movements/parking/room bookings
- Appointed Health & Safety Officer maintaining a safe working environment and systems /training to complement.
- Overseeing the day-to- day office environment, including stationery, kitchen supplies and other office supplies

Skills/Experience Required

- Administration experience in a professional environment
- Have good commercial awareness
- Effective communication skills, both written and verbal
- Highly organized
- Professional manner
- Good telephone manner
- Excellent interpersonal skills

- Sound working knowledge of Word, Excel, and PowerPoint
- Attention to detail.
- Ability to meet deadlines under pressure.
- Able to work independently and as part of a team.
- A 'can do' attitude.
- An understanding of the importance of confidentiality and data protection
- Empathetic to the aims and values of BCCS

Please note: **BCCS** reserves the right to alter the content of this job description, after consultation, to reflect changes to the role or services provided, without altering the general character or level of responsibility.

Person Specification

The following criteria will be used in selecting a candidate	Essential	Desirable
Fully computer literate with excellent PC skills including word processing and spreadsheets	✓	
Ability to self-organise, prioritise and meet deadlines	✓	
Ability to work under pressure while paying attention to accuracy and detail	✓	
Demonstrable organisational interpersonal and relationship building skills	✓	
Ability to inspire and motivate others	✓	
Dynamic self-motivated individual able to work unsupervised whilst also being a team player	✓	
Ability to communicate effectively and influentially with a range of stakeholders verbally and in writing	✓	
Excellent presentation skills	✓	
Professional and welcoming/friendly approach	✓	
Empathetic to the aims and values of bccs	✓	
Knowledge of the charity sector particularly community fundraising.		✓
A proactive attitude with drive and enthusiasm to carry out projects to conclusion	✓	
An attitude to succeed in achieving corporate goals	✓	
Have an understanding of the Catholic Church and other faith groups		✓

