

**JOB TITLE** Office Manager

**RESPONSIBLE TO** CEO/Chair

**SALARY** £16k

### **MAIN PURPOSE OF JOB**

We are looking for an Office manager to organize and coordinate administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

### **KEY WORK AREAS**

- Oversee the Civic Voice office to ensure smooth running of day to day operations
- Support the Civic voice team to deliver the Civic Voice Strategic Plan
- Support Civic Voice regional networks and various organisation committees to align strategies.
- Coordinate the Civic Voice and civic movement communications and events programmes
- Deliver quarterly reports to Historic England on various aspects of the civic movement operations and programmes

### **MAIN TASKS**

Reporting to and taking guidance from the Chair and CEO of Civic Voice, the Office Manager's main activities will include:

1. Support the finance function by issuing invoices and monitoring expenditure
2. Support the implementation and coordination of Civic Voice's strategy with a specific focus on supporting the regional based volunteer network
3. Deliver quarterly reports to Historic England on appropriate funding programmes
4. Coordinate Civic Voice communications as part of communications plan and send regular email communications
5. Coordinate Civic Voice events planning as part of events strategy and where required, book appropriate venues
6. Regularly update the Civic Voice website and associated media channels to reflect current activity and disseminate information on the project
7. Lead the development and maintenance of Civic Voice's membership records and maintain office equipment
8. Coordinate time sheets and undertake appropriate analysis for financial reporting
9. Control internal and external formal correspondences
10. Implement core office policies ensuring all documentation is in place and policies followed
11. Where required, lead the planning, design, organisation and monitoring of support systems, procedures and policies.
12. Manage Civic Voices responsibilities for health and safety and insurance arrangements.
13. Follow all Civic Voice's administrative and occupational safety and health procedures
14. Any other tasks which may be assigned, commensurate with the nature and scope of the role

General information about Civic Voice can be found on our website [www.civicvoice.org.uk](http://www.civicvoice.org.uk)