



WOMEN FOR REFUGEE WOMEN

Office Manager

Location: Old Street, London

Hours: 5 days per week

Salary: £28,000 to £32,000 depending on experience, plus pension contribution

Women for Refugee Women is recruiting for an Office Manager to ensure an excellent office environment for staff and volunteers and the smooth running of all operations.

Women for Refugee Women is a small charity that challenges the injustices experienced by women seeking asylum in the UK. We work at the grassroots, by empowering asylum seekers to speak out and advocate for themselves, and through communications and campaigning work which engages the mainstream media and politicians.

The Office Manager will be a central member of the team, delivering support and capacity across all the work of Women for Refugee Women and reporting to the Deputy Director.

We are looking for someone with a good head for detail and a calm manner, who is able to deal with the unexpected and keep operations on track. You will have a track record in managing an office environment and be keen to enable a good working environment. Based in our office near Old Street, you will be happy working in a small team where everyone works closely together to achieve WRW's vision.

How to apply:

Please write to admin@refugeewomen.co.uk by 10pm on 17 February with a CV and a covering letter explaining your experience, why you want to work with Women for Refugee Women, and how you meet the person specification.

Interviews will be held on 26 February in central London, and only shortlisted candidates will be contacted.

Women for Refugee Women particularly welcomes applications from individuals with experience of migration and/or seeking asylum.

Job Description

Main purpose of role:

To ensure the overall effectiveness of Women for Refugee Women, by overseeing the office environment and working closely with the Deputy Director to ensure the smooth running of the charity's operations.

Office management

To manage the office, including overseeing the refurbishment of the current office, and organising extra office space where appropriate, so that all staff and volunteers have appropriate space and equipment to carry out their work.

To manage the improvement and maintenance of IT and telephone systems, including email, website support and office and remote working, including commissioning and liaising with suppliers and overseeing contracts.

To manage the office environment in other ways, including by ordering office equipment and supplies, communicating with buildings manager and cleaners.

Operational support

To ensure that internal reporting, including monitoring and evaluation records, are kept up to date.

To support the Deputy Director and Director in reports to funders or donors on the activities of the charity.

Staff support and human resources management

To support colleagues in their work by, for instance, maintaining the office calendar, booking rooms for meetings, booking travel and accommodation for work trips.

To support the Director and Deputy Director in human resources management, including maintaining up to date contracts and ensuring compliance with all legal requirements.

Volunteer recruitment and management

To recruit volunteers to support the activities of the charity where necessary, and ensure the charity is compliant with good practice on recruitment, induction, management and exit of volunteers.

Relations with suppliers, partners and freelancers

To ensure appropriate agreements are in place with all third party suppliers, including landlord, payroll administrator, insurance provider and so on, and to ensure that appropriate agreements are in place with freelancers and partners.

Compliance with key policies

To ensure compliance with data protection requirements.

To ensure compliance with safeguarding requirements, including assisting with DBS checks and communicating policy to all involved with the charity.

To ensure compliance with risk management policies, including risk assessment and ongoing controls.

To ensure that all the policies of the organisation are up to date and comply with best practice and legal requirements, and are adhered to in practice.

Governance support

To service the regular meetings of the Trustee Board and its committees, including booking rooms, preparing and sending out papers, and taking and circulating minutes.

To support trustee recruitment and training, and maintain trustee records such as terms of office and register of interests.

Internal

To contribute to the general morale and direction of Women for Refugee Women by participating in team meetings, helping to support other staff in their work and contributing ideas and feedback across the whole organization.

General

To undertake any other duties commensurate with the post.

Terms and conditions

This is a permanent job. You will be based in our central London office. This job may involve some evening and weekend work where events are involved.

WRW is a small organisation working in a challenging area, and all staff are expected to work flexibly on a variety of initiatives and tasks. This job description will be reviewed annually with the post holder to reflect agreed permanent changes in roles and responsibilities. The job description or lines of reporting might also be revised if changes in organisational funding or strategy necessitated changes in the terms and conditions of employment.

Person specification:

Essential:

Excellent oral and written communication skills

Ability to work calmly in a busy office and manage competing demands on your time

Experience of managing a busy office

Experience of managing IT systems and contracts

Up to date understanding of human resources requirements

Up to date understanding of safeguarding and risk management

Up to date understanding of data protection

Up to date understanding of charity finance good practice

Experience of recruiting and managing junior staff and/or volunteers

Commitment to the values and vision of Women for Refugee Women

Desirable

Experience of managing an office move or refurbishment

Experience of working at a charity

Experience of working with vulnerable or marginalised groups