

edventure: Frome

Hi,

we are looking for a new team member from the beginning of May 2016. Thank you for taking the time to explore this opportunity. Below you'll find (1) the job description, (2) person specification, and (3) details on how to apply.

1. Job Description

The basics

Role Title: Office Manager

Type of Contract: Permanent position, 3-month trial period, 6 weeks notice period.

Hours of work: Approximately 20 hrs week - 90 hours / month - ideally 4 hours/day.

Starting Salary: £8.25 / hour (£742.5).

Purpose of the Role

To enable Edventure and our shared office (the Welsh Mill Hub) to grow by managing our day-to-day operations in a steady and conscientious way.

How we work at Edventure

Edventure is still a start-up, which means that it changes forms and can be quite dynamic and fast-paced. What gives it direction is our mission, principles of working, and our commitment to work things out together. Every member of staff is invited to use their initiative to improve what we do and input into the strategic decisions made by our board. The Office Manager will join the yearly strategy days, our monthly team process meetings and quarterly team days.

Tasks related to the Role

Office management

This part of the role is about making our shared office (The Welsh Mill Hub) a professional, clean and well run workspace and organisation.

Main Tasks include:

- Managing and updating existing members and users of the Welsh Mill Hub
- Preparing office space for bookings and members
- Looking after IT and office facilities - Internet, printer, tea station, recycling.
- Managing volunteers, members and other staff to help keep the space clean and well organised.
- Maintaining and making improvements to the workspace.
- Other administrative and executive support related tasks.

Customer Relations

This part of the role is about helping to grow the number of customers of our shared workspace and Edventure events.

Main Tasks include:

- Dealing with enquiries and taking phone calls
- Promoting and selling memberships for the Hub through social media and offline promotions.
- Managing bookings (for venue rentals and Edventure events)
- Occasionally coming in for evening events by new Hub users or being on call

Financial Operations

This part of the role is about administrating Edventure's finances so that all our projects can run efficiently.

Main Tasks include:

- Paying invoices and wages; banking cheques and donations; book-keeping.
- Managing online systems, including Kashflow, Coherent and GoCardless, and petty cash.

2. Person Specification

We don't require official qualifications, but are looking for experience and a number of qualities:

Experience

- Working in an office environment, and handling a wide range of administrative and executive support related tasks.
 - Helping to grow a business, or starting up initiatives / projects (for example, event management)
 - Managing business systems - including bookings, stock, accounting, outreach operations e.g.
 - IT - including word-processing, spreadsheets, online platforms
 - Managing other people, including volunteers
 - Marketing, selling services, and communications
 - Being responsible for a budget
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Qualities

- Being organised, structured and a very good communicator
 - An ability to manage time and workload in order to be able to deal with tasks swiftly and effectively
 - Wanting to make a difference to our community and the lives of young adults
 - Enjoy meeting new people and making connections
 - Ability to use initiative and be self-motivated
 - Ability to manage multiple tasks while staying focused
 - Hands on and practical approach
 - Knowledge of Frome
 - A desire to create a beautiful, creative and tidy workspace
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Qualifications (desirable, but not necessary)

- First Aid Training
- Food Hygiene Certificate

3. Application process

Written application

Please send your CV and cover letter to johannes@edventurefrome.org until April 24th. The cover letter should include examples of your experience that is relevant to the role, and your availability on a typical week (i.e., 4 hours a day, Mon-Fri, 9am-1pm, or Mon-Wed, flexible e.g.).

Feedback

We will call or email you on April 26th to invite you for an interview the next day.

Interview

First stage interviews will be held on April 27th from 2pm at Edventure.

Start

The Job will start as soon as possible in May.