

JOB DESCRIPTION

- Post:** Office Manager/ Executive Assistant (Full Time)
- Salary:** £25,000 - £28,000 (salary according to skills and experience)
- Holidays:** 25 days holiday per year

About us:

Open City is a charity which promotes an ethical, people-centred approach to designing, making, sustaining and accessing the buildings and places that define our cities.

Uniquely among built environment organisations, Open City speaks directly to the public, the public sector and government as well as the commercial property sector.

We run a number of programmes to engage, enable and educate our public and professional audiences on the value of great architecture and urban design.

Job Description:

We are looking for a confident and skilled team member who can manage the day to day running of our busy office all the while maintaining the friendly open culture the organisation is famous for.

You'll be working with a wide variety of colleagues: from volunteers of all ages, to recent graduates and seasoned professionals and, of course, our board of trustees.

Key tasks include:

- Ensure the smooth running of our office and systems
- Provide administrative support to the team
- Support the delivery of our events, networks and projects

Office Duties

- Supporting the HR processes of the organisation, from recruitment through to maintaining personnel records for the team
- Supporting our accountant and bookkeeper with the bookkeeping.
- Ensuring policies and procedures are followed.
- Working with colleagues with any issues relating to the premises or shared systems (including liaising with the IT supporter when required.)
- Dealing with external suppliers to the organisation to ensure operational effectiveness and making sure we get best value in our purchasing.
- Be first point of contact at the office for callers and correspondence
- Assisting with the communications between team members and organising team meetings
- Ensuring our database is kept up-to-date through collecting, organising and inputting data in relation to our activities and membership

Organisational Duties

- Provide diary management and assistance to the Director, taking action on incoming queries on the Director's behalf and carrying out a range of administrative tasks to enable effective working.
- Arranging and servicing meetings of the Trustee Board and any sub-groups, including liaising with team members to coordinate and collate the papers for the meetings.
- Undertaking small ad hoc projects to support the programmes of the organisation

- Monitoring and development of organisational web pages & content, social media and e-newsletters

Essential:

1. At least one year's experience as Office Manager.
2. Self-motivated, meticulous attention to detail and organisational skills with the ability to prioritise and handle a varied workload.
3. Experience in cultural administration and fundraising development
4. Competence using a variety of IT software packages including Word, Excel, Powerpoint etc.
5. Excellent written and verbal communication.
6. A team player with a flexible attitude and willing to work some evenings outside of work hours.
7. A minimum of Bachelors Degree or equivalent.

Desirable:

1. Experience of assisting events and projects
 2. Knowledge of the architecture sector
 3. Competence using IT software including Quickbooks, InDesign, Campaign Monitor, Salesforce and use of Mac computers.
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To apply for the role please email your CV and Cover Letter to recruitment@open-city.org.uk

Deadline for applications: April 12th 2019