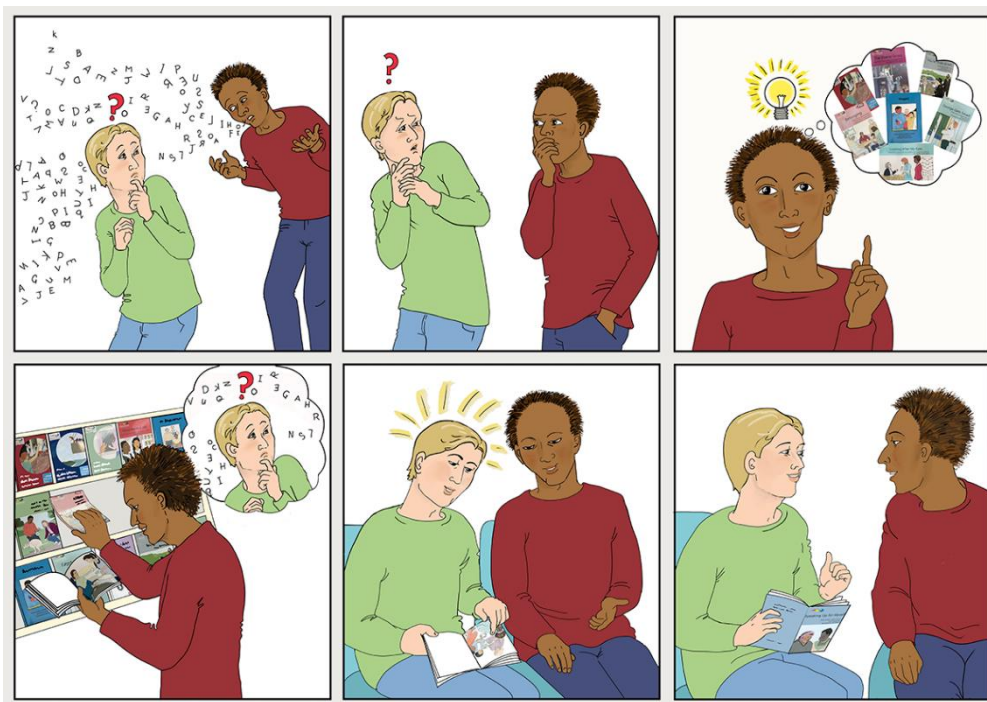


Beyond Words

OFFICE COORDINATOR JOB PACK



“Visual images have the power to bring our senses together simultaneously and to impact viscerally our emotions.” - Brian Kennedy



August 2024

Dear Applicant,

Thanks for considering a role with Books Beyond Words.

We are looking for a Project Coordinator, an Office Coordinator and a Fundraising Officer to join our small team. These roles are all part-time but could potentially increase their hours if we secure more funding. As we are a small charity, all our team roll their sleeves up and support each other, and we have an active Board of Trustees that support the work of the organisation.

This is an exciting time to join the charity as we expand our reach and impact. Last summer we moved into new premises on Leatherhead High Street and secured funding from the National Lottery to launch 300 new Book Clubs in England. Our Open Book project with schools has recently been evaluated as having a 94% positive impact on the emotional wellbeing of pupils. You will be based in our office and have the option to work some days from home if required. We welcome disabled candidates and will consider flexible working arrangements.

This application pack contains details of the **Office Coordinator** role.

Please submit a CV detailing your experience along with a cover letter that sets out how you fulfil the Person Specification for the role that you're applying for. Please also state when you are available to start work. These two documents together should not be more than 4-sides of A4. Please email me by midday on **Monday 12th August**.

Interviews will take place on Thursday 22nd August.

Remember to state clearly in the email and the covering letter which role you are applying for.

I look forward to receiving your application!

Katie Smith

Chief Executive, Beyond Words

Email: admin@booksbeyondwords.co.uk

Stories are important. They help us reach out to the people around us, to understand the world, and think about our feelings. Through the power of pictures in our word-free books, we help people share.



The Job

Position: Office Coordinator

Responsible to: Chief Executive

Hours: Part-time (15 hours). With the potential of increased hours with successful funding. Would suit someone able to work a few hours five days a week.

Workplace: Leatherhead - Flexible working arrangements will be considered sympathetically.

Contract: Fixed-Term 2 years (with an expectation to become permanent if funding allows)

Salary: £25,000 - £27,000 pro-rata (0.4 FTE)

Annual Leave: FTE 22 days plus bank holidays (pro-rata) and 3 days at Christmas

Pension: A contributory pension scheme (NEST) is available after three months; employer contribution is 5% and employee 5%.

Probation: This post is subject to a three-month probationary period.

Person Specification Skills and Experience

Our small charity has a small, multi-purpose office on Leatherhead High Street. We are looking for an Office Coordinator to ensure the space is a safe and welcoming environment for staff and visitors, especially our readers and volunteers with a learning disability. You will also process book orders, helping people across the country and internationally to understand the world they live in, and maintain the day-to-day finances.

You will:

- Have excellent verbal and written communication and numeracy skills.
- Be a confident communicator with a wide range of people at all levels.
- Have good time management skills and be able to simultaneously manage multiple tasks.
- Be a team player, working with colleagues to troubleshoot and resolve challenges.
- Be able to demonstrate consistent attention to detail.
- Preferably have family, voluntary or professional experience with people with learning disabilities.

Information Technology

- We use Microsoft 365 (Word & Excel), Salesforce and Xero.

We are an equal opportunities employer and welcome applications from people with disabilities, neurodiverse applicants and those who are seeking flexible employment.

A basic DBS check will be required for this role.

This is an exciting role that will provide development opportunities in office management, communications, finance and more for the successful candidate.

We will also look for a Finance Volunteer to assist with some of the day-to-day financial tasks.

Office Coordinator – Job Description

Responsible for financial administration and the day to day running of the charity office.

Beyond Words creates word-free picture stories that transform the lives of people with learning disabilities by making information accessible. As it is a small charity, the role is very hands-on encompassing strategy and delivery.

Financial Administration

- Administer and record sales, including preparation of invoices, with an awareness of the chargeable levels of VAT on different Beyond Words items.
 - Book orders
 - Training orders
 - App registrations
- Maintain financial systems (Xero and Salesforce) that record and report on financial activities and projections to allow strategic and operational decision-making.
- Ensure accurate financial information is available for management accounts, budgets and forecasts, as well as for financial reports on activities and projects.
- Run payments, bookkeeping and banking activities, maintaining up to date computerised records and maximising use of the software system (Xero).
- Assist with the year-end process, preparation of annual reports and financial statements.
- Schedule the quarterly VAT and annual GiftAid returns, so they are completed on a timely basis.
- Adhere to financial policies including asset management and reserves.

Office Coordination

- Day to day running of the office, including purchasing office supplies, caretaking and supervising the contracted cleaner.
- Maintaining office policies and procedures, including health and safety and fire regulations.
- Ensuring effective day to day IT support is in place, including offering simple support directly to the team where knowledge is available.
- Maintaining the office filing system (both electronic and paper) with a formalised nomenclature.
- Supporting relevant monitoring, administrative and infrastructural reports for Beyond Words to monitor its charitable objectives.
- Running reports required by project managers and for board meetings, funders, stock control and ad-hoc purposes.

As this is a small charity, all staff are expected to respond flexibly to the needs and opportunities that arise from time to time and are therefore expected to be willing to perform such other duties as the CEO may reasonably require.