

Who we are

The Royal Meteorological Society (RMetS) is the UK's professional and learned Society for Weather and Climate and is respected around the world for its contribution to meteorology. The Society is a charity, and its programmes of work include providing professional accreditation, developing educational resources and skills, producing scientific publications, holding public and professional meetings and events, giving advice to Government and policy makers, and providing information to the public on the science of weather and climate change.

Role Summary

The Office Manager is an important role in the work of the Society and pivotal to its smooth running. The role is varied and busy throughout the year, managing the Society's small office regarding both infrastructure and wider office and administration support. The successful candidate will be proactive, take initiative, able to work independently, have attention to detail, have excellent organisational and communication skills, be able to work to sometimes tight deadlines, and handle confidential matters.

What can you expect from a career at RMetS

- On site 3 days per week in the RMetS head office in Reading.
- Permanent part-time role (18 hours per week)
- 33 days holiday per year, pro rata
- 10% employer pension contribution
- Support for you and your dependants through a confidential Employee Assistance Programme.

RMetS values diversity of background and perspective and is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy, or maternity, race, religion or belief, sex or sexual orientation. We are particularly committed to the employment and career development of people with disabilities.

As part of this commitment, we operate a guaranteed interview scheme for applicants who consider themselves to have a disability (as defined by the Equality Act 2010) and who meet the essential criteria for the role they have applied for. If you wish to apply under this scheme, please indicate this in your covering letter. We also welcome discussion of any reasonable adjustments required to enable you to engage with the application process. If you wish to discuss reasonable adjustment with respect to the application process please contact: John Saul, john.saul@rmets.org

Job Description

Job Title	Salary	Reports to
Office Manager	£28,000 FTE	CFO
Location	Direct Reports	Closing date
On Site – at RMetS office in Reading Occasional travel to RMetS events within UK	None	25 th October 2024
Contracted Hours	Interview Date	Contract Duration
18 hours per week, across three days at the Reading office	w/c 4 th November 2024	n.a.
Probationary Period		
6 months		

Responsibilities:

- Oversee daily office operations including management of office supplies, equipment and facilities
- Coordinating office maintenance and repairs, liaising with contractors and service providers as required.
- Ensuring that the office is clean, organised and conducive to productive work.
- Complete annual office risk assessments.
- Keeping the Health & Safety policy updated.
- Managing fire wardens and first aiders.
- Managing all other H&S related activities – e.g. PAT testing, legionella testing, electrical, fire and intruder alarm maintenance etc.
- HR support including onboarding of new employees, offboarding, employee record management and policy enforcement
- Assist in the development and implementation of new HR policies and procedures.
- Act as point of contact for employee queries and concerns.
- Manage office budgets, expenses and petty cash.

Qualifications, experience and skills

Essential Requirements

Education, Qualifications and Training

- Proficient user of Microsoft Office applications
- Excellent grasp of the English language, spelling and grammar.

Experience

- A minimum of 2 years' experience as an Office Manager, or relevant experience in a similar role

Skills

- Excellent interpersonal skills
- Good time management skills
- Proactive team player who is highly motivated with a willingness to be involved in Society activities
- Ability to think creatively, using own initiative to embrace new ideas and ways of working.
- Prepared to take responsibility for activities seeing them through to a successful conclusion.
- Strong written and verbal communication skills and ability to handle confidential matters.
- Excellent organisational skills, effective at multi-tasking and a well-developed attention to detail.

Desirable Requirements

Education, qualification and training

- Health & Safety management qualification.
- First Aid and Fire Warden certified

Experience

- Project management experience