



Office Manager and Company Secretary

Job Description

St Philip's Centre is an ecumenical Christian charity set up in 2006 and is rooted in the multi-faith environment of Leicester, the UK's most ethnically diverse city. Its primary aim is to help people learn how to live well together. We work to promote positive interfaith relationships and understanding.

The Centre has six broad areas of work:

- Education: religion and belief literacy for schools, colleges and universities.
- Corporate training and consultancy on issues pertaining to religion and belief literacy.
- Church facing training, equipping Christians to build relationships with those of all religions or no religion.
- Community cohesion projects.
- Research on issues relating to religion and belief and society.
- Welcoming VIPs, international visitors and other guests.

The primary task of the Office Manager and Company Secretary is to head up office and related services to support program leads and enable delivery of all workstreams to a high standard. The role will require periodic working away from the Centre office at other venues in Leicestershire where training / engagements take place.

The post is line managed by the Centre Director.

Tasks of the Office Manager and Company Secretary

1. Managing the Centre Office:

- Administrator for Volunteers, Associates, Consultants, Faith Practitioners and Others who assist Centre program delivery.
- Supervision and/or administration of other office-based support personnel as necessary.
- Ensuring the smooth functioning of the Centre: utilities, IT equipment, internet access etc. Provide day-to-day IT support, undertake initial trouble shooting before external help is sought.
- General Office duties as required - emails, calls, visitors, hospitality, setting up of teaching rooms, post, printing, copying, ordering supplies,

meeting attendance, minute taking, document writing, oversight of database, mailings, etc.

- Responsibility for promotion and recruitment for courses.
- Production of leaflets, flyers and newsletters as required.
- Ensure the Centre's website and social media channels are up-to-date and accurate.
- Ensure email distribution lists and communications systems are up-to-date and used to the greatest effect to communicate the impact of our work to our membership and wider stakeholders.
- Have overall management of all policies and procedures, ensuring accurate records are maintained and regular reviews are managed.
- Ensure the office and whole premises are clean, organised and a safe environment for employees, volunteers and visitors.
- Health and Safety, GDPR and safeguarding responsibilities, including DBS checks and acting as Data Protection Officer.
- Premises care – oversight of day-to-day maintenance, including equipment, gardening and cleaning matters.
- Oversee the management of the library by a suitably qualified volunteer.
- Providing support for Centre staff as required.
- Organizing and managing hospitality and catering at the Centre and offsite where training takes place.

2. Acting as Company Secretary:

- Ensuring duties performed and returns made to Companies House.
- Ensuring Charity Commission requirements kept and returns made.
- Duty as signatory to bank accounts, keeper of Centre debit card, and exercise oversight of petty cash disbursements.
- Service Trustees' meetings, including working with colleagues to ensure outstanding actions are delivered.

3. Assisting the Director and Deputy Director:

- The Office Manager provides a PA service to the Director and Deputy Director as required, adding capacity to those roles, e.g. in helping set up programs, recruiting personnel, producing reports from data, booking venues, etc.

Person Specification

Skills and Experience	Essential	Desirable	Method of assessment
Substantial recent experience of managing premises, office administration and communication systems and dealing with suppliers.	✓		Application form / interview
Experience of providing admin support to senior management in a busy working environment	✓		Application form / interview
Experience of researching, procuring and maintaining office and other premises related equipment and services.	✓		Application form / interview
Experience of managing a building safely	✓		Application form / interview
Experience of developing and maintaining electronic record keeping and information storage systems, including staff records	✓		Application form / interview
Experience of supporting committees through prompt production of meeting papers, minutes etc	✓		Application form / interview
Experience of basic book-keeping and money management, such as disbursement of petty cash	✓		Application form
Experience of organizing day conferences, training events, multi-day programs and visits	✓		Application form / interview
Experience of managing self and others to deliver quality services to tight timescales.	✓		Application form / interview
Experience of working in a multi faith context		✓	Application form / interview

Knowledge and abilities	Essential	Desirable	Method of assessment
Excellent IT office equipment skills (Word, PPT, Excel, Publisher, setting up and maintaining databases etc.).	✓		Application form / interview
Ability to write clear concise minutes, collate a variety of data and produce a range of reports	✓		Application form / interview
Able to manage content of a website.	✓		Application form
Awareness of safeguarding policies and current issues	✓		Application form
Knowledge of data protection/GDPR legislation	✓		Application form

Knowledge and experience of Companies House and Charity Commission reporting		✓	Application form
Knowledge of health and safety legislation		✓	Application form

Skills and Attitudes	Essential	Desirable	Method of assessment
Attention to detail, for example policy updates and actions	✓		Application form / interview
Excellent customer service, interpersonal skills and communications equipment competence	✓		Application form / interview
Sensitivity to inter religious relations and commitment to the Centre's ethos, including awareness of the need to protect the Centre from risk and reputational damage.	✓		Application form / interview
Ability to work in a small team where helping each other out is often required, sometimes at short notice	✓		Application form / interview
Enjoys administrative work and has a curiosity to learn and understand how things work to improve systems. A problem solver	✓		Application form / interview
Good at multitasking – enjoys doing several different tasks at once	✓		Application form / interview
Experienced self-confident person with a can-do attitude	✓		Application form / interview

Qualifications	Essential	Desirable	Method of assessment
Clean driving license and access to a vehicle (business insurance required).	✓		Application form
Recent training in GDPR		✓	Application form
Up to date first aid at work qualification		✓	Application form
Up to date food hygiene qualification		✓	Application form

Terms and Conditions

1. To work 3 days per week as agreed with the Director, but to be flexible in his/her work patterns and willing to work outside normal working hours, with the possibility of time off in lieu occasionally. This is to ensure that business needs are met, especially if they fall outside normal working hours.

2. The normal working week is 22.5 hours.
3. Holiday entitlement is 5 weeks pro-rata plus statutory holidays.
4. To undertake appropriate training as agreed with the Director.