

Office manager – *to provide an administrative backbone for our organisation*

Open Data Manchester CIC is a not-for-profit organisation formed in 2010 that promotes responsible data practice that focuses on the needs of all, and ensures that data is used in ways that help people, our planet and prosperity. We promote good data practice through expert advice, strong advocacy, participatory events, state-of-the-art research, technical support and interactive training.

Based in central Manchester, we are a small, growing and dynamic organisation with an inclusive and supportive culture that seeks an office manager to help provide the organisational glue and administrative backbone that will help us continue to grow.

The role

The role is a permanent position, with pro-rata holidays and pension contributions. Due to the nature of the work there may be a need to occasionally pool working days. Work will be split between the Open Data Manchester office and remotely depending on need, with occasional in-person team meetings. We are a flexible employer that encourages a healthy work-life balance and our offices are accessible.

Applicants should **review the person specification below** and apply with a **covering letter**. This should highlight the role they are applying for, what skills and experience they will bring, and be sent with a **CV detailing previous relevant experience** to admin@opendatamanchester.org.uk. Email with the subject line: **Office manager**.

Application deadline: 23.59 Sunday 14 February 2022

Online interviews: 21 to 25 February 2022

Work commences: 1 April 2022

Person specification – office manager

£25,000 per annum, part-time (0.6 FTE, 24 hours per week), permanent.

In this role you will:

- perform all-around secretarial duties, including overseeing diary and travel management for the team, assisting with planning meetings, conferences and events, and minuting.
- perform financial duties including bookkeeping, making sure the finances are up-to-date, liaising with the bank, accountants and company treasurer, invoicing and chasing payments where necessary.
- develop and maintain office policies and procedures, and make sure that the team is up-to-date and compliant.
- look after company inventory, order supplies and equipment, and be the point of contact for suppliers.
- make sure that company systems are operational and current.
- occasional project work.

The successful candidate will be:

- great at working as part of a team.
- an excellent communicator with strong interpersonal skills.
- organised, self-motivated and able to prioritise their own work.
- confident using a range of software applications such as Microsoft Office and Excel.
- have experience of financial record keeping.
- have good numeracy and literacy skills.
- able to ask for help when needed.
- able to learn new software when needed.
- have the right to work in the UK.

What we offer:

- Company pension
- 33 days holidays per annum including statutory holidays, pro rata
- Flexible working
- Friendly and supportive work environment