

## Office manager

**Salary:** £30,602 per annum (£18,361 pro-rata)

**Contract:** part-time (0.6 FTE, 24 hours per week), permanent.

### What we offer:

- Pension with 4% company contribution
- 33 days holidays per annum, including statutory holidays, pro-rata
- Responsive and flexible working to fit work around other responsibilities and needs
- Cycle-to-work-scheme
- Role-related training

**Location:** Work will be split between the Open Data Manchester office in central Manchester and working remotely, depending on need, with occasional in-person meetings.

**Deadline for applications:** 9am, Monday 23 May, 2022.

## About us

Open Data Manchester CIC is a not-for-profit organisation formed in 2010 that promotes responsible data practice, focussing 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 to embed diverse, equitable and inclusive practices into everything we do. We are part of a network of open and like-minded organisations that work locally, nationally and internationally.

## About the role

The purpose of this role is to provide an administrative backbone for our organisation, to help us continue to grow and thrive.

### Things you might find yourself doing:

- General secretarial duties, including overseeing diary and travel management for the team, assisting with planning meetings, conferences and events, minuting
- Making sure the finances are up-to-date, liaising with the bank, accountants and company treasurer, invoicing and chasing payments where necessary

- Developing and maintaining office policies and procedures, and making sure the team is adopting them appropriately
- Looking after company inventory, ordering supplies and equipment, and being the contact for suppliers
- Keeping company systems up-to-date and organising information so that it's useful
- Helping others to problem solve and finding solutions that improve our ways of working
- Contributing to wider team work and projects when needed

### **We want to hear from you if you:**

- Are a great communicator who enjoys building strong relationships
- Know how to plan and prioritise your work
- Have good attention to detail
- Are confident using a range of software applications such as Microsoft Office and Excel
- Can research and learn new things (such as software or processes)
- Can demonstrate a proficiency with numbers
- Have some experience or understanding of financial record keeping (if you've used Quickbooks or Xero in the past that's a bonus!)
- Can identify and communicate when there is something you need help with
- Are willing to be flexible and adaptable with how you support our small team as we learn and grow

### **How to apply**

We've developed an application process with [Collaborative Future](#), which will ask you to share the following with us:

1. Share an **example of a useful system or process you've helped a group of people to put in place or maintain**. What was the value of the system or process, what challenges did you face and how did you overcome them? (up to 350 words, or up to a three-minute audio recording)

*(e.g. maybe you've helped a team adopt a new tool or system to manage invoicing, improved a process for tracking team holidays, or implemented a shared calendar for a large family?)*

2. Share an **example of a team or group you've been involved in that worked well together** and what you think were the keys to that group functioning well. (up to 350 words, or up to a three-minute audio recording)

*(e.g. it could be in a workplace, a group at school or university, a sports team, a voluntary group or a family unit.)*

3. Share up to **three other strengths or perspectives** you think you would bring to this team and role, and why you feel they are important. (up to 250 words, or up to a two-minute audio recording)

*(You may wish to refer back to the purpose of the role and think about examples of the key competencies outlined above, but we also love learning about other skills and experiences you might bring, even if it's not mentioned)*

**If you're interested in the role please [apply here](#) by 9am, Monday 23 May, 2022. We understand that written format is not always the easiest way for people to communicate, so if you'd prefer, you can record your responses to these questions as a short voice note or in another format, and send to [hello@collaborativefuture.co.uk](mailto:hello@collaborativefuture.co.uk).**

**If you have any issues accessing Typeform please get in touch.**

We will aim to shortlist and contact candidates w/c 23 May, and invite successful candidates to an online interview w/c 30 May or w/c 6 June.