Operations Manager / Administrator
Job description and Person Specification

Runnymede, the UK’s leading race equality think-tank, is currently recruiting a full-time Operations Manager/ Administrator to start in early February 2013.

Salary: £24,000 - £27,500 p.a (depending on experience)
Contract type: Permanent (after 3 month probation period)
Terms: Terms and conditions detailed in Contract of Employment include 25 days annual leave (pro rata), plus the days falling between Christmas and New Year; an employer’s pension contribution of 2% after one year’s continuous service.
Hours: Full time (35 hours per week)
Location: 7 Plough Yard, London EC2A 3LP
Deadline: Monday 31 December 2012
Interviews: Monday 7 January 2013

The successful candidate will be responsible for managing the charity’s day-to-day finances and operating systems, as well as dealing with all general administration, facilities management and human resources.

The post requires someone who is exceptionally well organised and efficient, is used to dealing with a diverse workload, has strong numeracy and literacy skills and excellent communications skills. The ideal candidate will have a minimum of three years’ experience in a general office environment, experience of planning and managing budgets and a strong commitment to equal opportunities and social justice.

To apply, please return your completed application and equal opportunities monitoring form to info@runnymedetrust.org on, or before, Monday 31 December 2012. Applications made without the application form will not be considered.

Job description:

Finance
- Work closely with the Director and accountant to monitor income, expenditure and cash flow and update the organisation’s budget accordingly, as per financial management system in place.
- Record incoming financial resources, process all invoices and expense claims and raise invoices as required.
• Work with the Director, the Senior Team to the Board of Trustees to set the annual budget and to draft project budgets for funders.
• Assist colleagues with the management of project budgets and end of grant financial reporting.
• Assist the Director and accountant with retrieval and elaboration of financial records, as required.
• Maintain the petty cash and ensure accurate recording of all petty cash expenditure.

Administration
• Act as the central point of contact for telephone, email and postal enquiries.
• Provide IT systems support to staff, undertake IT troubleshooting and liaise with our external IT consultant to ensure the good maintenance and operation of the IT network and website.
• Meeting and event administration (setting meeting dates, collating and issuing agendas and papers, arranging venues and catering, taking minutes).
• Ensure that all filing, both paper and electronic, complies with our data protection guidelines.
• Provide the day-to-day administration for the office (drafting letters, ordering all office supplies…).
• Maintain Runnymede’s contact and subscription databases.
• Provide some PA and secretarial support to the Director and senior team.

Human Resources
• Coordinate recruitment processes for staff and volunteer posts.
• Coordinate induction processes for new staff and volunteers, keeping the Induction Manual up to date, and acquainting each new member with their work setting and the standard policies and procedures with which they must comply.
• Maintain records of all staff annual leave, TOIL, other absences from the office, sickness leave and lateness.
• Oversee the work of admin volunteers and work experience placements.
• Help ensure Runnymede complies with the legal obligations of charities and small employers.

Website and Communications
• Create and update website content as required via a user-friendly content management system
• Collate, format and send out monthly e-newsletter
• Prepare quarterly communications and website report for the trustees (using information from mailing lists and google analytics)

Office and Facilities Management
• Deal with all internal services, including utilities, supplies, repairs and security.
• Liaise and negotiate with external suppliers – including equipment lease agreements, insurance renewal and regular office checks (PAT, fire safety, boiler maintenance…)
• Liaise with our office landlords (re lease renewal etc) and attend tenants’ meetings.
• Ensure the office is safe and tidy and act as designated Health and Safety representative.
Person Specification

Required:
- A minimum of three years’ experience in a general office environment.
- Exceptional organisation, planning and administration skills.
- Highly computer literate: confident and proficient with Word, Excel, PowerPoint, Outlook, internet and data entry.
- Self-motivated, punctual, reliable, able to maintain confidentiality.
- Excellent written and spoken (face to face and phone) communication skills.
- Excellent numeracy skills.
- Ability to show initiative in developing the role and to work with minimal supervision.
- Ability to work flexibly in a small team, building strong day-to-day relationships with colleagues.
- Able to manage a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines.
- Commitment to equal opportunities policies and practices, and the promotion of equalities.

Desirable:
- Experience in managing events and conferences.
- Experience of planning and managing budgets.
- Experience of updating websites and/or managing e-newsletters.
- Understanding of legal obligations of charities and small employers.
- Knowledge of the charity/voluntary sector.
- Experience of managing volunteers.