

Job Description Office Manager

Location: London

Hours: 16 hour/week (4 days)

Salary: 10,300 – 12,500 pa (increasing over lifetime of project)

1. PURPOSE OF JOB

The main purpose of the Office Manager role is to ensure the smooth running of the office premises of the MWSF. A wide-ranging role involving mostly administrative functions, the post requires a completer-finisher who ensures the 'home base' is solid allowing for the work of the Project Coordinator and MWSF volunteers to function smoothly.

The Office Manager will provide a full range of secretarial and support services to the Project Coordinator and Executive Committee, ensuring a professional image of the organisation is maintained at all times. The Office Manager will be the first point of contact for many internal and external contacts, managing, delegating and directing queries to the most appropriate resource. A degree of flexibility with regard to both working hours and practices is required in order to meet deadlines/timescales.

2. BRIEF DESCRIPTION OF THE MWSF

The MWSF is a national not-for-profit organisation set up in 2001, which aims to get more Muslim women involved with sport – playing, coaching, supporting, volunteering or any other method of being involved in the sporting community. The organisation is now at the stage of growing its work with the Born to Succeed project, a three year project that will look to achieve the main aim of the MWSF – i.e. increase participation in sport amongst Muslim women. The organisation runs out of London but works in both London and Birmingham and, as the remit is UK-wide, the number of cities covered will inevitably increase.

3. KEY RESPONSIBILITIES

Office Management

You will be responsible for the following areas ensuring smooth running of the office:

- Internal communications, including staff meeting minutes and timetabling
- Stationery
- Hospitality
- Upkeep of décor, soft furnishings, crockery and supplies
- Upkeep of hardware

Finances Administration

- Dealing with all invoices, bills, direct debits and expenses claims
- Ensuring double quote, purchase order, invoice process followed
- Liaison with Accountants over accounts preparation
- Preparing monthly cashflow and 'against budget' summaries
- Depositing cheques

Fundraising administration

- Maintaining donor databases and seeking new opportunities for funding
- Thank you and update letters to donors



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Marketing administration

- Accurate email and contact database
- Any marketing admin, liaison with designers and printers
- Email bulletins

This job description does not form part of your contract of employment. The duties laid down in this job description may change following a review and in consultation between postholder(s) and line manager and senior manager.



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Person Specification

Office Manager

CRITERIA	METHOD OF ASSESSMENT
Knowledge and Experience <ul style="list-style-type: none">- Two years' experience in PA or Office Manager role- Proven knowledge and experience of Microsoft Office systems- Experience of financial record keeping- Relevant experience in voluntary/not-for-profit sector	Application/ Interview
Skills/Abilities <ul style="list-style-type: none">- Able to generate routine memos/letters/management information in reply to inquiries for self and others- Able to develop and maintain filing systems, in an accurate, logical and efficient manner- Able to communicate well – both orally and in writing- Able to work on own initiative, problem solving and making sound based decisions is essential. The individual should be able to work under pressure by prioritising own workload within timescales given	Application/ Interview
Other <ul style="list-style-type: none">- Be flexible with regard to working hours to meet the needs of organizational timescales and demands	Application/ Interview

