

## Office Manager

Days/Hours	22.5 hours per week (flexible as to spread)
Duration	Permanent, Part-time
Salary	£22,000 – £24,000 pro rata, depending on experience

### **Main aim of the role:**

Responsible for managing and organising all administrative activities to facilitate the smooth running of FST and assisting with fundraising activities. The post holder will be responsible for the following three main areas:

### **Office Management:**

- Researching, reviewing and updating FST policies and procedures to ensure they are up-to-date and legally compliant
- Managing both the online and hard copy filing systems
- Maintaining office supplies and resources: creating an inventory of supplies / ordering resources required for staff or sessions
- Reviewing data in filing systems and Google Drive annually to ensure GDPR adherence / Shredding or deleting data as required
- Be the first point of contact for enquiries, external contractors and suppliers
- Booking guests, venues and travel as needed
- Maintaining an overview of FST's Google Suite and IT services and be the main point of contact for external IT support services as required
- Maintaining an overview of risk assessments, insurance and H&S requirements and liaising with St Mark's Church Facilities Team on site maintenance issues

### **Fundraising, Development and Outreach:**

- Assisting with fundraising activities, researching potential grants, drafting grant proposals
- Leading on FST's digital strategy
- Developing and implementing a Social Media posting schedule across multiple platforms (Facebook, Twitter, LinkedIn, etc)
- Updating FST's website with pertinent statistics, pictures and updating external web platforms with updated content as needed
- Maintaining a central storage location for statistics, good news stories, testimonials and pictures that can be used for social media posting or added to the website
- Researching, monitoring and collating relevant news articles, statistics and mandates and apprise team members of all pertinent information
- Ensuring all mentees provide feedback prior to leaving FST: gathering feedback, sharing with team members and determining what, if anything, may be used on Social Media
- Increasing awareness of FST within our community through Social Media, speaking at local events and news outlets
- Contacting child services departments, care homes, schools or youth organisations to offer FST's services
- Contacting local businesses to request they consider FST as their local charity for their Corporate Social Responsibility

**HR:**

- Scheduling and coordinating termly team meetings for both planning and reflection
- Researching, recommending and booking relevant training courses for staff; scheduling team meetings to allow staff to share knowledge acquired through training; collating handouts and notes from training courses
- Tracking safeguarding requirements and ensuring staff and Trustees read policies and sign off annually; ensure core safeguarding training is completed in accordance to requirements
- Managing the Single Central Register to ensure all DBS checks and information are up to date
- Assisting with volunteer recruitment for Infuse Youth Café

**Requirements:**

The post holder should possess:

- Previous Office Manager experience
- Previous fundraising experience
- Good working knowledge of MS Office and cloud-based storage systems (ie. Google Suite)
- Familiarity with Social Media strategies
- Excellent organisational skills and attention to detail
- Excellent written and oral communication skills
- Ability to be flexible, adaptable, reliable and innovative
- Self-motivated and driven to succeed

**About FST**

We are a small charity that has been delivering training and support to vulnerable, at risk and disadvantaged young people for over ten years. Our aim is to care for, empower and give hope to our young people so they have the opportunity to prosper emotionally and physically and to discover a better future.

Our main focus is building trust, forming strong relationships with them, and having an open-door policy so they know we are here for them and we can be an on-going support for as long as is needed. We run a number of projects including personal and social development workshops, one-to-one mentoring and a youth café in partnership with St Mark's Church youth group.

Our long-term aim is to make a lasting impact in Wandsworth and beyond. We have established ourselves as a well-respected and recognised training organisation who has a reputation for meeting young people where they are and transforming their lives for the better.

Future Skills Training is an equal opportunities employer.

Regular professional development and training opportunities are provided as part of the FST Performance Management System.

**To apply:**

Please send your cv and covering letter to:

Phil Thain, CEO: [pth@future-skills.co.uk](mailto:pth@future-skills.co.uk)

**Deadline for applications:** Sunday 7<sup>th</sup> March, midnight