

Exciting New Partnership Requires Office Manager

Job title: Office Manager | **Job reference number:** PDF&NYT/Office | **Closing date:** Friday 20th August

Salary: £17,000-£18,000 | **Hours:** 35hours Flexitime (one year contract)

Main purpose of post

To provide a professional, friendly and comprehensive administrative service to support the work of the Trustees of Plymouth Drake Foundation (PDF) and North Yard Community Trust

Summery

Plymouth Drake Foundation and North Yard Community Trust are grant funding organisations in Plymouth providing grants to Plymouth's voluntary & community sector. They have created a partnership to share administration / office support and are now looking for the right person to join the team.

The trustees are looking for an individual who can handle multiple tasks at once and has excellent customer service skills. The successful candidate will be comfortable working under their own initiative to improve internal processes. They will manage the grant giving processes of the two organisations and will be able to manage a varied and interesting workload.

This is a unique opportunity and would suit someone with an understanding of Plymouth's voluntary and community sector.

Main Duties

1. Manage the grant giving processes for a number of grant funds held by both organisations, to ensure grant recipients have the best possible experience.
2. To be responsible for all administrative tasks to include typing, taking enquiries and requests. Ensuring all messages via phone, email or in person are relayed to the relevant person or followed up as necessary.
3. Compose and produce letters, documents, briefing reports and presentations in a range of formats for approval and signature as requested by the board,
4. Collate and maintain financial and statistical information using databases and spreadsheets with regard to all areas of grant giving and impact monitoring.
5. Be responsible for regularly updating areas of the website and Social Media with new information.
6. Carry out administrative tasks associated with Grant Programmes. Produce documents to publicise, support and monitor these programmes.
7. Organise and attend meetings, events and conferences where appropriate including booking rooms, arranging catering, preparing and circulating agendas and confidential minutes in a variety of formats. Taking minutes when required.

Please email hello@plymouthdrakefoundation.co.uk (quoting ref above) or contact 01752 764455 to request an application form. If there is no one available to take your call, please leave a message clearly stating your full name and contact details.

Interviews are expected to take place on 1st & 2nd of September 2015

