**THE LANGHOLM INITIATIVE**

**JOB DESCRIPTION: Office Manager (and development support)**

**5 days a week,35 hours a week**

**Salary:** £28,000 per annum

**Pension:** 3% employer’s contribution.

**Holidays:** 20 days annual leave plus 7 days bank holiday plus 3 local days

**Responsible to**; Langholm Initiative board

**Contract:** Initially up until 31 March 2023 with up to two years extension subject to annual confirmation by the Scottish Government. The post is likely to continue until the end of March 2025.

**Base:** The Langholm Initiative office, Buccleuch Mill, Glenesk Rd, Langholm

*Note that we are willing to consider flexible working for the right candidate ( different working hours, some home working)*

*There is currently no line management responsibility although this could change in the future*

**Purpose of the Role:**

The purpose of the role is to ensure the smooth running of the Langholm Initiative office in order to ensure the organisation can continue to improve the lives of people in Langholm. As part of a team you will work to ensure both staff and the board are supported and enabled to carry out their work effectively . You will ensure policies and procedures are kept updated and comply with legal and other requirements. The role will also provide support to project and development activity and there is scope to lead on some areas of activity to contribute to the sustainability of the organisation.

This role is funded by **Scottish Government’s Strengthening Communities programme** and you will be expected to deliver on the aims of this in relation to the Langholm Initiative.

You should be adaptable and flexible and as for any small organisation be willing to carry out any other tasks as required and are within your competence. If necessary, you should be willing to undertake training.

You will work in tandem with the Finance and Administration officer to ensure the smooth running of the office. Activities below may be undertaken independently or by working alongside a relevant board member or volunteer.

**Duties**

**Board support:**

* Produce, collate and circulate agendas and other paperwork for board meetings, including reports and papers from the staff team
* Attending board meetings, take and produce minutes
* Organise AGM (and EGM’s if required), ensuring paperwork circulated in a timely manner
* Coordinating annual return to OSCR
* Ensure minutes are circulated and posted on website
* Providing support for subcommittees as required including TVNR
* Reporting to the board on HR issues
* Liaising and working with board members as required

**Office management:**

* Ensuring the smooth day-to-day running of the office (insurance, inventories, digital and paper filing, organising archive material and record etc)
* Liaising with members, the community and the public as necessary
* Co-ordinating work with the Langholm Initiative Trading Company Ltd if required
* Taking responsibility for office based health & safety issues
* Maintaining a programme of maintenance of Langholm Initiative policies and procedures, ensuring they are up-to-date with legislation and that the organisation is compliant with this
* Taking responsibility for IT systems, ensuring data security and GDPR compliance, ensuring staff work to best practise
* Establish an office manual of procedures and information.

**Staff management:**

* Taking responsibility for recruitment of staff
* Ensuring HR systems specified in Langholm Initiative policies and procedures are administered effectively, eg annual leave, sick leave,
* Supporting staff progress, including training, appraisals and project performance as required
* Developing a volunteer recruitment and retention scheme, creating roles and monitoring systems in line with latest guidance from SCVO

**Project support:**

* Event management
* Managing TVNR merchandise, ordering stock, dealing with orders
* Booking systems for activity and events
* Support as required for TVNR projects eg development of glamping site

**Other:**

* Manage LI website and social media channels, liaising with TVNR staff
* Managing membership lists
* Producing monthly members newsletter, ensuring contributions from the staff team
* Any other work as required to ensure the smooth running of the office and project activity

**Are you the Right Person for the Job?**

This role requires an experienced, well organised and dedicated individual that can provide evidence of successful delivery of similar work. The right candidate is likely to have a background in office management within either a third sector or private organisation. There is scope for the right individual to develop their role further to get more involved, in the future, with project activity that contributes to the financial sustainability of the organisation.

The initiative currently occupies a rented office at Buccleuch Mill. It’s a busy open plan office with a good working atmosphere and ethos. A good sense of humour is an essential requirement!

People skills will be vital to the delivery of the work and the person should enjoy building relationships with people of all ages. The person will enjoy managing their own workload to achieve agreed objectives.

We would expect applicants to be able to demonstrate some or all of the following:

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| **Qualifications/Experience** | **Essential/desirable** |
| Educated to SVQ level 4/Scottish Highers level with relevant experience and a proven track record of office management | Essential |
| Excellent interpersonal and communication skills | Essential |
| Excellent organisational and IT skills | Essential |
| Experience of working with a community development trust, social enterprise or small business | Desirable |
| Experience of supporting staff to ensure they can do their job effectively | Desirable |
| Experience of working as part of a team and on their own | Desirable |
| Experience of developing and reviewing policies and procedures and knowledge of the operations of third sector organisations | Desirable |
| A good understanding of health and safety issues and legislation, in particular for an office environment | Desirable |
| Experience of recruiting, supporting and working with other staff and volunteers | Desirable |

**Other**

The person will be expected to familiarise themselves with the organisation’s business plan and all policies of the organisation at the start of their employment.

Support will be given to the successful candidate from the board to help with the planning and prioritisation of the duties associated with this role.