**Job Description – Office Manager**

**About Sheffield Flourish**

Sheffield Flourish supports people living with or affected by mental ill health to use their skills, ideas and talents to build the lives they wish to lead, through creative, mental-health friendly activities, coproduction and digital tools. We run open-access, free community enterprises offering involvement in writing, horticulture, theatre, art, music and football. On the digital side, we run four websites; the Sheffield Flourish hub has over 300 mental health stories, two web directories, the Sheffield Mental Health Guide and Sheffield Suicide Support and Prevention, and the My Toolkit platform, where you can plan activities to support your mental health.

We aim to build confidence, improve wellbeing, increase understanding of mental health issues, challenge stigma and reduce social exclusion and isolation. Our values are very important to us and run through all our activities:

* We stand for hope and meaningful change
* We engage critically and constructively with key issues in mental health
* We are realistic about the barriers and exclusions people living with mental health conditions face
* The diversity of our communities and individuals enrich and guide our work
* We value the knowledge, ideas and skills of people living with mental health conditions
* We are innovative and creative

We are a small, hard-working team, ambitious for change and keen to make a significant positive impact on mental health in Sheffield.

As an organisation we’re committed to the following principles in recruitment to ensure we can effectively achieve our aim of providing equal opportunities:

* We recruit for potential, not perfection
* We are a values-based recruiter
* We value lived experience as an element of capability for a role
* We only utilise truly ‘essential’ criteria in recruitment

**The Role**

Our Office Manager will join our small and supportive team to ensure all the office, administrative and finance functions of Sheffield Flourish are well managed. The successful candidate will help us deliver our core activities to a high standard and help us run an efficient and organised office.

The role involves carrying out a range of administrative tasks including ‘front of house’ support, day-to-day financial management, governance administration, support for events and other general administration tasks as required.

We are looking for candidates with an understanding of and commitment to our values (see above).

**Key responsibilities**

**Hours:**25 **-** 30 hours per week

**Salary:**£28,142 (pro rata)

**Contract:**Permanent

**Responsible to:** Managing Director

**1. Administration and Office Support**

* General office administration including keeping the office tidy, photocopying, filing, post and stationery.
* Providing a welcoming first point of contact for people accessing Sheffield Flourish including front of house and proactively managing general email enquiries.
* Creating, updating and maintaining digital records and databases including annual leave calculations, activity group calendar, room bookings, personnel files and activity monitoring records.
* Providing administrative support to the Managing Director and wider Flourish Team for workshops, events and meetings.
* Managing suppliers and orders.

**2. Finance**

* Processing and inputting accurate financial information on to the accounting system QuickBooks.
* Overseeing petty cash and bank card purchases, including reconciliation.
* Raising invoices, credit control and chasing debtors.
* Administering monthly payroll.

**3. Governance Support**

* Organising and administering board meetings, including the AGM.
* Ensuring compliance with reporting requirements for the Charity Commission and Companies House.

**4. Personal Development**

* Keeping up to date with current developments in communications and office administration.
* Commitment to engaging in support and supervision with the Managing Director.

**5. Culture and policies**

* Implementing the policies and procedures of Sheffield Flourish, including health and safety legislation and support and development of staff and volunteers.
* Working with people accessing Flourish activities in accordance with the culture, values and policies of Sheffield Flourish.
* Participating and engaging in team meetings, staff training and development days.

**Person specification**

You will need to demonstrate evidence of the following attributes, skills, knowledge and experience:

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| **Criteria** | **Standard** |
| Experience | Minimum of 2 years working in an office or finance administration role.  |
| Maintaining and managing administrative systems, databases and digital records. |
| Processing accurate financial records and transactions. |
| Providing front of house/reception administration and communication. |
| Skills and Abilities | Excellent organisational skills, including the ability to efficiently manage time and priorities. |
| Knowledge and understanding of charity regulations and governance. |
| Excellent interpersonal skills including the ability to communicate with a wide range of people. |
| Good digital skills, especially in Microsoft Excel and computer-based accounting systems (ideally QuickBooks). |
| Other requirements | Willingness and ability to work occasional early evenings as required. |
| An understanding of mental health and/or personal experience. |

**To apply**

For further information and to download the application form please visit the website [www.sheffieldflourish.co.uk](http://www.sheffieldflourish.co.uk) or email info@sheffieldflourish.co.uk

CVs will not be considered at the initial application stage, and we can only assess applications which have been fully completed.

Deadline for application: 5pm on Wednesday 1st October (applications will not be considered after this deadline).

Interviews will be held on: Wednesday 8th October