



OXPIP Office Manager (Maternity Cover)

Job Description

Role Title:	Office Manager
Location:	Oxfordshire with some home working possible
Base:	Main OXPIP office, Kidlington
Responsible to:	CEO, Clinical Director
Liaison with:	<p>Within OXPIP:</p> <ul style="list-style-type: none"> •OXPIP Deputy Clinical Director, Head of Training •OXPIP Clinical Team •OXPIP Freelance Clinicians •OXPIP Office Team – Development Manager and Administrator •Board of Trustees <p>Outside OXPIP:</p> <ul style="list-style-type: none"> •Referring Agencies (GPs, Midwives, Health Visitors, Social Workers, Community Mental Health Teams) •Partner Statutory and Voluntary agencies •Suppliers •Premises team •Training and Consultancy purchasers and partners •Volunteers, donors and supporters
Main Purpose of the Role:	The day-to-day management of OXPIP's finance administration, HR and provide support for all OXPIP Staff and Trustees in their work.

Main Activities:	<p>The Office Manager will be responsible for:</p> <ul style="list-style-type: none"> • Administration of day-to-day invoices, bills, finance and payroll processes ensuring they are processed in good time and recorded in the appropriate systems (Xero) • Supporting the CEO, Clinical Director and Trustees in producing timely and accurate reports • Overseeing the development and administration of all HR processes, including recruitment, induction, employment checks and contracts, annual leave and absence • Producing and circulating resources for Trustee Meetings • Supporting the Administrator to ensure effective day to day running and cost-effective maintenance of the OXPIP centre and off-site services • Supporting the effective delivery of OXPIP fundraising activities and events • Organise external room bookings for clinical sessions etc. • Organising cost-effective maintenance of OXPIP's sites and equipment • Ensuring the organisation continually operates within relevant legal requirements, including the Data Protection Act and Health and Safety regulations • Other duties in line with the job purpose
Conditions of employment	<ul style="list-style-type: none"> • 15 – 22.5 hours part-time temporary position (a year's maternity cover from November 2021) • Salary range of £24k to £29k per annum dependent on experience (full-time equivalent for a 37.5 hr/week post) on a pro rata basis • Annual leave 30 days per annum pro rata + statutory holidays pro rata • Pension, employer contribution 3% • Statutory training is also provided. Further CPD opportunities are also available

Please see Person Specification on next two pages.

Requirements	Essential / Desirable	Method of Assessment
Qualifications		
Relevant qualification or training	Desirable	Application
Experience		
Minimum of two years relevant office management experience	Essential	Application/ Interview
Experience of administering book-keeping and payroll systems	Desirable	Application/ Interview
Experience of administering HR processes	Desirable	Application/ Interview
Experience of using Customer Relationship Management systems and reporting	Desirable	Application/ Interview
Skills, knowledge and competencies		
Excellent ICT skills, ability to research solutions and confidence to advise others on day-to-day usage of apps, software, hardware, digital communication and social media	Essential	Application/ Interview
Strong verbal and written communication skills	Essential	Application/ Interview
An organised approach and excellent time management skills	Essential	Application/ Interview
A professional, diplomatic and solution-focussed approach	Essential	Interview
Flexible, adaptable, able to use own initiative and work autonomously	Essential	Application/ Interview
Numerate, accurate and a high level of attention to detail	Essential	Application/ Interview
Maintain confidentiality and work with discretion and tact	Essential	Application/ Interview
Warm, friendly and empathetic approach	Essential	Interview

Other		
Able to work as part of a team	Essential	Application/ Interview
Full, valid driving licence	Desirable	Application/ Interview
Can provide own transportation	Desirable	Application/ Interview
Able to travel to satellite areas around Oxfordshire and to off-site meetings when necessary	Essential	Application/ Interview
The capacity to attend occasional evening or weekend commitments	Essential	Application/ Interview