

## JOB DESCRIPTION

**Postholder:** Office Manager

**Line Managed by:** Finance & Operations Manager

**Type:** Permanent, Part time, Job share. 15 - 22 hours per week.

**Role Scope:** To provide operational support to activities associated with running the office and Emmaus Rd staff team, along with operational support to activities and events associated with Emmaus Rd church family.

### **Key Responsibilities:**

1. Managing and overseeing Emmaus Rd Office related systems and support, including the following:
  - Organising and buying office furniture and equipment, office consumables and ensuring stock levels are adequate.
  - Administration of office related invoices and regular payments (e.g. utility bills, mobile phones and services).
  - Overseeing and answering the office phone and monitoring the office 'info' email address. Onward distribution of enquiries to relevant staff as required.
  - Collection and distribution of office post.
  - Planning and organising staff events (team meetings, strategy days, staff parties, etc)
  - Acting as the Office H&S officer.
2. Providing the following support for Emmaus Rd Sunday services and Emmaus Rd Events
  - Organising supplies and stocks for Sunday services and events and working with Town Pastors and their Teams to ensure adequate stock levels.
  - Assisting with the maintenance of the ChurchSuite database system (training to be provided if required).
3. Working alongside the Emmaus Rd Operations Team with overseeing the running of The Founders studio including external event execution.

### **Key Requirements & Skills**

- A proven ability to engage effectively with a wide range of people at all levels and from diverse backgrounds.
- Excellent organisational and time management skills with the ability to multi-task and prioritise workload/deal with conflicting demands.
- Excellent communication skills with the ability and confidence to communicate effectively at all levels, both verbally and in writing.
- Excellent IT skills including the use of databases, Microsoft Word, Excel, PowerPoint, Outlook.
- Ability to maintain strict confidentiality