



## Office Manager

### Outline terms of employment:

- Reports to: CEO
- Line management of: Administrator
- Salary: £27,000 per annum (pro rata) (and up to 3% matched contribution to pension)
- Location: This post is based in our Glasgow office
- Hours of work: Part time (28 hours per week), ideally over 5 days. Occasional overtime may be required during busy periods (time off in lieu available)
- Flexibility: As part of our commitment to diversity and flexible working, we will consider flexible working options for the successful candidate
- Contract period: One year, with a view to extending, subject to funding
- Probationary period: Three months (during which time statutory rights apply)
- Holiday entitlement: Equal to 34 days per year (includes 9 bank holidays)

The above are outline terms only, and a full statement of employment particulars will be issued to the successful candidate.

### To apply:

- Please apply via our website: <https://ammabirthcompanions.org/about/join-our-team/>
- Application deadline: Sunday 22<sup>nd</sup> May
- Interview date: Tuesday 31<sup>st</sup> May 2022

### About Amma:

Amma Birth Companions is a Glasgow charity that supports pregnant people and new parents facing significant adversity on their journey to parenthood. Our mission is to create a supportive space where individuals feel seen, informed, and empowered in all aspects of their birth experience.

We provide volunteer companions to those who are facing pregnancy, birth, and early parenthood with limited support. This includes, but is not limited to, those who are refugees and in the asylum process. We are in the process of expanding to reach other client groups. Our companions offer one-to-one emotional and practical support throughout the perinatal phase, which is complemented by education and peer support activities.



## Job description

This new post will support the smooth and effective running of the Amma office and will support Amma's growing staff team. The postholder will manage the smooth and efficient day-to-day running of the Amma office and will oversee all administration and finance tasks and processes.

### Main duties:

#### Office management

- Ensure the smooth day-to-day running of the office
- Act as main point of contact for people contacting Amma by phone, email or via the website
- Oversee office-based health & safety checks and issues
- Maintain Amma's policy review schedule and governance calendar, ensuring compliance with relevant legislation
- Manage equipment sign out sheet and conduct weekly check of equipment and arrange returns
- Conduct purchasing for services, equipment, office supplies, marketing, and fundraising activities
- Liaise with contractors to book in repairs and maintenance
- Set up and attend staff and board meetings as required, write and share agendas and meeting minutes

#### Administration & finance

- Oversee financial administration, including acting as a banking signatory
- Oversee and support with all team and office administration
- Streamline and ensure consistency in procedures and systems
- Collate and analyse reports to facilitate monitoring and evaluation, funding applications and reports
- Oversee IT systems and filing systems, ensuring data security and GDPR compliance
- Manage administrative duties for Amma's groups and clients, including bookings and supplies
- Oversee administration and preparations for events and training, including logistics, AV and IT, and venue layout

#### Staff and volunteer management

- Line manage and support the Administrator



- Support with the recruitment of staff and volunteers
- Ensure HR systems, policies and procedures are administered effectively, including staff hours, leave and rotas
- Support with volunteer recruitment and administration
- Manage phones and on call rotas

#### **Person specification:**

##### Essential

- Experience of office management and administration
- Experience in CRM management
- High level of IT literacy (including Microsoft Excel)
- Experience of using Microsoft 365 and Microsoft Teams
- Experience in financial administration
- Excellent organisational and time management skills
- Excellent attention to detail, accuracy & professionalism
- Strong communication skills
- Strong research skills
- Understanding of GDPR
- Understanding of cyber security
- Excellent interpersonal skills with a positive, confident, and flexible approach
- Ability to work well independently, take initiative and prioritise workload
- Energetic, efficient and motivated approach to work
- Flexibility to occasionally work out with office hours
- Be aligned with the vision and values of Amma

##### Desirable

- Experience of using online communication and online platforms
- Experience in fundraising administration
- Experience of working with volunteers
- Experience of the third sector



**More details:**

Amma believes in fairness, equity, diversity and inclusion. We recognise the importance of an inclusive and diverse workforce and we strive to ensure our recruitment process is inclusive and accessible to everyone.

We welcome and actively encourage applications from people with a diverse range of experiences, regardless of age, disability, gender, ethnicity, religion and sexual orientation. We also welcome and encourage applications from people with lived experience of our client group.

This role will be subject to references and a Protection of Vulnerable Groups check.