



OxfordAgainstCutting
ProtectingGirls&Women

Office Manager and Schools Coordinator

Part-time Office Manager Job Description and Person Specification

SUMMARY:

Role: Part-time Office Manager (freelance – 22.5 hours per week/approximately 3 days per week)

Contract period: 12 months (with the possibility of extension)

Location: Home-based and Oxfordshire

Pay: £15 per hour

Reports to: CEO

BACKGROUND:

Oxford Against Cutting (OAC) tackles female genital mutilation (FGM), honour-based abuse (HBA) and body image of girls and women living in the Thames Valley. Our charity primarily focuses on education and awareness-raising to protect girls at risk and support survivors. We ensure people from FGM- and HBA- affected communities and young people are at the forefront of our work.

We are currently seeking an Office Manager to provide professional and efficient administrative support, ensuring effective running of the charity “office” and daily business.

Job description

- To be responsible for the smooth running of the charity “office”, dealing with enquiries by telephone, email and post, and maintaining filing systems (both electronic and hard copy).
- To liaise with schools and facilitators to arrange bookings of OAC’s training and workshops.

- To liaise with staff, Trustees, consultants and external organisations to arrange meetings, prepare agendas and draft minutes.
- To undertake word processing, electronic communication, telephone communication, filing, printing and photocopying work as required by the charity team, book meeting rooms and coordinate events accordingly.
- To process invoices and maintain records.
- To assist with keeping contact databases and records up to date.
- To draft, type and dispatch charity office correspondence as requested.
- To support the CEO, Project Manager and Chairperson where appropriate.
- To attend regular meetings as required.

Personal specification

- Self-starting, hardworking and committed to tackling FGM/HBA and forced marriage
- Methodical, detail-oriented, with genuine passion for administration work
- Excellent writing skills and good telephone manner
- Communication and people skills
- Time management and organisational skills to be able to deal with multiple tasks and a range of priorities
- IT skills – competent in Microsoft Office applications of Word, Powerpoint and Excel and able to use Mailchimp
- Previous experience working in the charity sector (desirable)

HOW to APPLY

- Please send your CV and a covering letter explaining your interest in the issues the charity addresses and your relevant experience. Please also ensure your CV includes details of two referees. We will not contact your referees prior to interview.
- We strongly encourage applications from people from BAED communities and people from FGM- and HBA-affected communities.
- Applicants called to interview will be invited to complete a written task.
- The appointment is subject to an enhanced DBS check and references.
- **Please submit your application to Kate Agha, CEO at kate.agha@oxfordagainstcutting.org**

by: 5pm UK time on 16th September 2022