

## Job Specification – Office Coordinator



Selig (Suffolk) Trust (Selig) is a Christian based Charity dedicated to serving the needs of vulnerable people in Suffolk, such as those with no permanent home. Selig has run a successful church and volunteer based winter night shelter in the centre of Ipswich over the last 7 winters. In addition, Selig has a newer project that provides homes for vulnerable adults in partnership with local churches. We need an Office Coordinator to ensure that our office processes run smoothly. The Office Coordinator will be responsible for day to day operation of the Selig office and direct management of the small number of volunteers who help to run the office functions.

### Key information

- This is a permanent position reporting to the Business Manager
- The role will consist of 24-30 hours a week at the Selig office (over at least 4 days)
- Salary of £10.91 per hour (equivalent to £20,991 per annum FTE)
- Pro rata holiday allowance based on 25 days for a 5-day week
- Enrolment on the People's Pension - 3% paid from your salary and 5% paid by Selig Suffolk Trust.

### Main responsibilities

- Management of a small team of volunteers who help with finance and administration
  - Liaising with them to plan their hours
  - Ensuring that you will be here to let them in to the office
  - Delegating tasks and supporting them
- Maintaining records & compiling statistics about our projects
- Processing financial transactions & managing Petty Cash
- Ensuring effective continuity by communicating with staff
- Researching potential funders and helping to contact them to request funds
- Maintaining a simple funder/supporter database and mailing list
- Attending and participating in Christian staff prayers
- Creating Christian prayer updates and newsletters for our mailing lists
- Coordinating staff/volunteer training by organising venues and resources and sending invitations
- Managing incoming and outgoing mail
- Organising staff diaries and arranging meetings
- Maintaining office supplies and ensuring that our offices are clean and tidy
- Assisting our Business Manager by providing administrative support
- Any other duties as reasonably required from time to time

### Essential skills and experience required

- Ability to implement and improve procedures
- Experience of managing office systems
- Strong word processing/IT skills
- Ability to maintain confidentiality
- Working on own initiative and under direction
- Excellent communication skills
- Attention to detail
- Experience managing and / or working with volunteers

### Additional skills/experience that would be advantageous

- Understanding our active Christian faith