

Job Description

Office and Development Manager

Responsible to: Executive Committee of Enfield Borough Over 50s Forum

Main Purpose:

To assist the elected officers and executive committee to develop the profile and influence of Enfield Borough Over 50s Forum (the Forum) with the general public, the press and council and other external bodies as opportunities arise in order to meet the objectives of the Forum.

Place of Work:

Your normal place of work will be Millfield House, Silver Street, Edmonton, N18 1PJ. However you will also need to attend meetings, conferences and events at other venues in the Borough of Enfield or elsewhere by arrangement.

Hours of Work:

The retiring post holder works for 22.5 hours per week during the hours below, but this can be flexible.

Monday, Wednesday and Friday 12.30 – 5.00

Tuesday and Thursday 9.30 – 2.00.

You may be required to work additional hours from time to time by agreement and with TOIL or with overtime (paid at the normal hourly rate).

Line Management:

Your line manager will be the Secretary of the Forum. You will be required to oversee the conduct and work practices of the Administrative Assistant (AA), volunteers, part time relief staff and any other employees of the Forum.

DUTIES TO INCLUDE:

- **Making yourself fully aware of the functions of the Forum** to enable you to provide best working practices
- **Organisation and supervision of the Forum office** at Millfield House to ensure general office practice is carried out to a high standard and that good relationships with members and outside organisations are maintained. This includes supervision and support to the Admin Assistant, to Relief Staff and to office volunteers.
- **Provide assistance as office pressure requires. This includes:**
 - (i) Being accountable for monies paid into the office, preparing regular bank deposits and keeping petty cash accounts.

- (ii) Inputting data into the Forum database as and when needed, especially during busy renewal times
- (iii) Dealing with telephone enquiries from Forum members and outside organisations
- (iv) Assisting with visitors to the office
- (v) Co-ordinating and producing a weekly/fortnightly enews
- **Communicate with and assist the Trustees, Executive and Teams to meet their objectives. This may include:**
 - (i) Organising and attending Forum Executive Committee meetings and Away Days and ensuring draft minutes are produced within 5 working days.
 - (ii) Developing new project ideas according to the needs of the Forum, apply for funding and establishing new projects.
 - (iii) Organising and staffing regular public events, including but not limited to, an annual Falls Awareness Day and an annual Winter Fair.
 - (iii) Monitoring and writing reports on projects and public events to enable the Forum to be accountable to funders and to maintain a basis for new funding applications.
 - (iv) Attending and taking notes at Forum Members Meetings.
 - (v) Writing a short piece for the bimonthly newsletter, including a write up of some of the speeches.
 - (vi) Attending external meetings by arrangement, as and when required.
 - (vii) Recruit, support and monitor volunteers to the Forum.
- **Any other duties as and when required, commensurate with the post.**