

## Dignity Office Manager – Job Description

Thank you for your interest in working for Dignity.

Dignity is a visionary Christian organisation which seeks to pioneer initiatives to empower the church in acts of evangelism and social change, primarily in Africa. For more information about us please see our website [www.dignityonline.org.uk](http://www.dignityonline.org.uk)

We are keen to recruit an office manager to oversee our office based work.

**Job Title** – Office Manager

**Hours** – 2 days per week

**Pay** – £70 per day

**Location** – 6 Barlow Moor Rd, Didsbury, Manchester M20 6TR

### **Purpose of role:**

To run the office based administrative activity of Dignity taking on responsibility for:

### **General Administration including:**

- Regularly working from the office to pick up enquiries/messages
- Managing office resources including recruitment and management of volunteers to assist with office based jobs
- Administration of events including promotional events, fundraising events and training events
- Record keeping and reporting
- Any other administrative tasks as they appear

### **Communications**

- Upkeep of website including writing, editing and posting articles and pictures
- Responding to emails, voicemails and post
- Writing up minutes and other documents
- Graphic design and production of resources including the monthly prayer letter and twice yearly newsletter
- Thanking supporters/Churches/other organisations and keeping them informed about what we do and working to communicate further the work and vision of Dignity.
- Keeping our supporters database updated
- It will also involve communication within the staff, board and associates of Dignity

### **Finance and accounting**

- Keeping financial records and updating accounts. Helping to produce annual report
- Reporting on financial matters to the board
- Working to increase income through fundraising and donations

### **Team/Travel Administration**

- Arranging travel for staff and volunteers
- Helping to recruit teams and providing administrative support to short term teams co-ordinator

### **Fundraising**

- Recording incoming donations and project-related funds, identifying trends and taking appropriate action to maintain income (e.g. letters of thanks, providing information about how funds are allocated)

- Assisting the Director to identify potential new sources of funding (whether individuals, churches, foundations or corporate bodies) and making appropriate approaches

### **Person Specification**

We are looking for someone who has an active Christian Faith and is passionate about mission and the work that we do. We believe this is a valid requirement considering the work that we do.

We are looking for someone who is:

- Self-motivated and able to work both alone and as part of a team
- Organised and methodical
- Confident and capable at using computers especially word, outlook, excel and access.
- Willing to travel to one of our projects
- Able to work as self-employed
- Good skills in written and verbal communication

It would be useful if you had had experience of working in the charitable or not-profit sector before.

You will be encouraged to take part in a mission trip run by Dignity.

The post has a 3 month probationary period.

In common with many charities, Dignity encourages all its team to fundraise towards their costs.

Dignity is positive about working with Disabled people and would be happy to interview anyone with a disability and meeting the job criteria. Please contact us if you wish to discuss any special arrangements we may need to make.

Application is by sending in CV and covering letter stating why you think you would be suitable for this post.

If you have enquiries about this post please email Sarah Small [sarah@dignityonline.org.uk](mailto:sarah@dignityonline.org.uk)