Office Manager: Job description

Salary £26,000 - £31,000 per annum / pro rata (including London Weighting)
Place of work London, SE1
Reports to Director

CRIN is a small international children's rights advocacy network based in central London. Aside from sharing our values, we are looking for someone who takes initiative, is flexible, creative, and wants to work in a multicultural environment.

We will provide you with the opportunity to work as part of a small team of dedicated and passionate people and the real opportunity to shape the growth of the organisation.

This post is initially for a period of six months after which the role may be re-evaluated. Because this is a new post, we might consider the role on a part-time basis initially.

About CRIN

Guided by our passion for social and legal change, CRIN is building a global network for children's rights. We press for rights, not charity, and advocate for a genuine systemic shift in how governments and societies view children.

Our inspiration is the United Nations Convention on the Rights of the Child (CRC), which we use to bring children's rights to the top of the international agenda. We launch advocacy campaigns, lead international children's rights coalitions, and strive to make existing human rights enforcement mechanisms accessible for all.

About the post

The Office Manager will be responsible for the day-to-day office operations. This includes: developing and overseeing administrative systems, managing all IT-related tasks, including the server and website (cloud-based), coordinating design and production of publications and marketing materials. We also require someone who can provide management support to the Director. This is a key, wide-ranging role with a high level of responsibility.

Main responsibilities include:

Executive support to the Director

- Organise board meetings, including the preparation of papers and logistics;
- Keep abreast of new technologies and how these can be accessed by CRIN users, including in countries with little internet access;
- Support the Director and staff in outreach to governments and organisations for CRIN's advocacy campaigns;
- Support the Director with fundraising and donor reporting tasks;
- Ensure all staff have updated workplans, in line with CRIN's strategic plan;
- Support the development of CRIN's satellite offices.

Information Technology

- Manage the office computers and server which is cloud-based (including back-up requirements, software, hardware, troubleshooting and liaison with IT services suppliers);
- Contribute to the maintenance and development of CRIN's website, liaising with IT consultants where appropriate;
- Support staff and consultants in the development of CRIN's wiki project;
- Contribute to the development of new online tools.

Design and publications
• Coordinate the design and production of CRIN’s printed materials, including stationery, toolkits and advocacy materials;
• Coordinate the printing and distribution of CRIN materials in regions such as Africa, Asia and the Middle East;
• Develop marketing and advocacy materials, as required;
• Identify new ways of presenting information both in electronic and hard copy format;
• Support translation and proof reading of publications.

Administration
• Maintain administrative procedures and practice for CRIN, establishing new ones as necessary;
• Manage general telephone and email enquiries;
• Coordinate logistics for overseas workshops and seminars; including documentation, travel, etc.
• Be responsible for all human resources related matters, including staff and interns;
• Assist with routine financial administration, with CRIN's Finance Officer;
• Be responsible for the maintenance, presentation, and security of CRIN's office;
• To ensure that CRIN's practice is in line with CRIN’s policies, including CRIN’s green policy.

PERSON SPECIFICATION

Essential
• Flexible. Can adapt to changing work priorities at short notice, take on the ideas of others, adapt own way of working;
• Systematic. Enjoys administrative work and making systems work for others;
• Highly computer literate in all standard operating systems and willingness to learn new ones, including Open Source packages;
• Ability to understand information technology needs and articulate them to IT service providers;
• Proven experience of managing office administration and communication systems and dealing with suppliers;
• Experience of producing printed materials;
• Excellent oral and written communication skills;
• Willingness to learn new skills, for instance web design;
• Ability to work in a small team and with colleagues who are working from overseas.

Desirable
• Experience of working with Open Source;
• Experience of financial record keeping and of human resource or personnel administration;
• Experience of working in the voluntary sector and/or overseas;
• Has supervised and supported the work of others;
• Fluency in a second language is an advantage.

How to apply
To apply, please send your CV and answer the following question in absolutely no more than one page: If I were CRIN's Office Manager, I would...

By email: jobs@crin.org or by post to:
The Director
Child Rights Information Network – CRIN
East Studio, 2 Pontypool Place
London SE1 8QF, UK.

Unfortunately, applicants must have the right to work in the United Kingdom.
CRIN is a registered UK Charity no. 1125925

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