



Bees for Development

1 Agincourt Street, Monmouth

NP25 3DZ, UK

Tel +44 (0)16007 14848

info@beesfordevelopment.org

www.beesfordevelopment.org

Bees for Development Trust UK Charity 1078803

April 2015

Job Description - Office Manager

Job title	Office Manager, Part Time
Responsible to	The Director of BfD, Dr Nicola Bradbear
Based at	Bees for Development Head Office, Monmouth
Salary and hours	The job is part time, 20 hours per week 9am to 1pm or 1.30pm to 5.30pm. The salary is dependent on experience and will be within the range £18,000-£25,000 <i>pro rata</i> .
Job purpose	Efficient smooth running of the BfD office, administration, some admin. aspects of BfD Trust, management of the supporters programme.
Contract	This will be a fixed term contract for 12 months in the first instance.
Key responsibilities	<p>Administration</p> <ul style="list-style-type: none">• Maintenance of customer database• Updating of website concerning news and events and other topics arising <p>General</p> <ul style="list-style-type: none">• Welcoming visitors to the office, and covering shop as necessary• Responding to telephone and e-mail enquiries, either replying or redirecting enquiries as appropriate• Managing our events calendar• Participating in BfD and BfD Trust events as appropriate• Providing content to BfD Newsletters and bulletins.• Reviewing current administrative practises and suggesting improvements where possible• Providing assistance to Nicola Bradbear as requested <p>Supporters Programme</p> <ul style="list-style-type: none">• Ensuring prompt acknowledgment of donors and sponsors• Able to contribute to the development and running of our supporters programme, to include communications and monitoring• Organise leaflet stocks and maintain records <p>Financial</p> <ul style="list-style-type: none">• Banking of donations and recording income• Administrative procedures concerned with running a charity and small

business, e.g. Gift Aid

Shop, online store and stock

- Contribute to the smooth running of BfD shop and on-line store
- Overseeing the schedule of volunteers to ensure adequate staff levels for shop and other activities
- Ensuring the fulfilment of online sales

Training events and workshop

- Administration concerned with training courses and events

Human Resources

- Induction of volunteers and interns to enable them to get up to speed quickly
- Managing the office diary
- Liaising with the Trustees to help prepare for quarterly Trustee meetings
- Ensuring health and safety policies are observed

Premises management

- Ensuring the maintenance of a tidy and pleasant work environment for employees, volunteers, customers and visitors to BfD premises
- Management of routine building maintenance and repairs
- Organising training and display materials, and maintaining general office consumables
- Management of office service providers and utilities to ensure BfD gets the best deal