

Housing Justice

JOB DESCRIPTION

Job Title: Office and Facilities Manager

Responsible to: Chief Executive

Responsible for: General Administrator

Liaises with: All other staff

Based at: 209 Old Marylebone Road, London NW1 5QT

Job purpose: To be responsible for the smooth running of Housing Justice internal operations and office, including the management of administrative functions

The following information is furnished to assist staff joining Housing Justice to understand and appreciate the work of their post and the role they play in the organisation. However the following point should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below in which case all the usual associated routines are naturally included in the job description.

Main duties

- 1) To procure and manage outsource contracts for payroll, IT support, mailings, fulfilment, office cleaning and any others required for the smooth and efficient operation of Housing Justice.
- 2) To be responsible for office equipment, building services, postal services, telecommunications and health and safety.
- 3) To coordinate administrative support for the organisation.
- 4) To supervise the work of the General Administrator.
- 5) To be responsible for the maintenance of proper financial and human resources records for Housing Justice.
- 6) To manage the subletting of excess office space and room hire arrangements and to develop this as a source of income for Housing Justice.

- 7) To ensure that other staff are provided with support services for planning and delivering events, meetings, conferences etc.
- 8) To work with the Chief Executive to implement a quality system for Housing Justice.
- 9) To provide regular written reports to the Board of Housing Justice and to ensure that timely and accurate reports are provided by outsource contractors. In addition to be responsible for the minutes of Board meetings.
- 10) To ensure the implementation of all Housing Justice policies.
- 11) To participate in regular formal supervision and appraisal.
- 12) To attend training and events as directed.
- 13) To undertake any other reasonable duties as required by the Chief Executive
- 14) To abide by Housing Justice policies and procedures at all times in carrying out the above duties and responsibilities, especially in regards to Health and Safety and Equal Opportunities.

TERMS AND CONDITIONS

SALARY	Range, including London weighting £30,000 - £32,000
ANNUAL LEAVE	25 days per annum, rising to 30 days after five years' service, in addition to public holidays. The office is closed on Maundy (Easter) Thursday, and between Christmas and New Year, giving a further four days' leave.
HOURS OF WORK	Flexi time, 35 hours a week, core hours 10am to 4pm with an hour for lunch.
TIME OFF IN LIEU	Some evening and weekend work may be required, for which time off in lieu (TOIL) is granted.
PROBATIONARY PERIOD	In line with all Housing Justice appointments, this post is subject to a probationary period of six months
SEASON TICKET LOAN	Employees are eligible for an interest-free season ticket loan at the end of their probationary period, which is to be repaid out of salary in 12 instalments.
PENSION SCHEME	Housing Justice operates a contributory Pension scheme, to which it contributes up to 5% and the employee up to 5% of pensionable salary. Employees are eligible to join this scheme after six months' continuous employment.
LTDI	Housing Justice has a Long-term Disability Insurance policy.

Last revised: March 2008

PERSON SPECIFICATION

ESSENTIAL EXPERIENCE, KNOWLEDGE and SKILLS

The candidate will need to demonstrate:

Previous facilities management or building management experience.

Experience of staff management, delegation and team building skills.

Experience of managing and negotiating contracts and of commissioning out sourced services.

Demonstrable commitment to providing excellent support to outward facing staff and to delivering seamless professional services.

Trouble shooting and problem solving skills.

Experience of prioritising and effectively managing a challenging workload within a high pressure environment.

Good IT skills, including the ability to be self-servicing.

Financial literacy, with an ability to set and manage budgets.

Excellent interpersonal skills.

DESIRABLE EXPERIENCE, KNOWLEDGE and SKILLS

Experience of working within or implementing a quality management system.

Experience of working within the voluntary sector and/or of faith based organisations.

Financial management and/or bookkeeping.

HR experience.

Experience of minute taking.

PERSONAL QUALITIES

The candidate will need to demonstrate that he or she is:

Dedicated, determined and hard working.

Organised and reliable.

Well presented.

Flexible and able to show initiative.