



## Vacancy: **Part time (Job-share) Office Manager**

Protect Kent is the county branch of the Campaign to Protect Rural England. It is a small but relatively well-resourced organisation devoted to protecting Kent's environment and countryside. It does this by working closely with local authorities operating at a county and a district level, influencing planning decisions to minimise damage to countryside, and assisting a strong network of volunteers operating throughout Kent and Medway.

The organisation currently comprises four front-line professionals (Chief Executive, Senior Planner, Campaigns Manager, and Communications Manager) who are supported by the Office Manager role, which is in turn helped by volunteers with skills such as Treasurer and Company Secretary.

The vacancy for this role arises as the result of the partial retirement of the existing Office Manager, who will continue to work half-time.

**Job Title** Part Time Office Manager (50% Job Share – details to be negotiated)

**Responsible to** Chief Executive

### **Main elements of the job**

- To work in close partnership with the existing part-time office manager
- To support the efficient working of the branch office
- To support the various district and specialist committees which undertake much of Protect Kent's work
- To support the financial, administrative and governance needs of the office as required by trustees and to comply with the requirements of company and charity law

### **Main Tasks**

- To manage communications within the office, including maintenance of IT, telephone and postal systems
- To maintain membership and other information databases (currently Excel spread sheets)
- To take the lead in the organisation of the annual AGM in November, and assist with the organisation of other external meetings as required
- To provide support to the other job-share holder in the following tasks:
  - To assist in the maintenance of accounts, paying and cashing cheques etc. according to agreed procedures
  - To ensure that data are gathered accurately so that annual returns can be submitted to Companies House and the Charity Commission
  - To help organise Board and other meetings, issuing approved agendas and other paperwork

### **Person Specification**

- Excellent administrative and organisational skills
- Excellent oral and written communication skills
- Excellent interpersonal skills, with a friendly and helpful attitude
- Strong IT skills. Expertise in the use of Word, Outlook and Excel is essential
- Experience in the use of Sage accounting software is essential
- A clear commitment to Protect Kent's aims and approach
- An understanding of the operation of the voluntary sector and the differing roles of professional staff and of volunteers

**Your CV and a covering letter demonstrating how you meet these requirements should be sent to [job@protectkent.org.uk](mailto:job@protectkent.org.uk) not later than 23<sup>rd</sup> January 2012.**

### **Please:**

- **Include contact details for at least two referees who can comment on your capabilities to meet these requirements**
- **Include details of any relevant qualifications**
- **Indicate your salary expectations**