



ONE DANCE UK Office Manager

One Dance UK is the national sector support organisation for dance, advocating for the dance profession and delivering programmes, services and events across the UK that aim to provide support, networking and professional development opportunities for dance professionals including: dancers, managers, teachers, choreographers, directors, healthcare practitioners and academics.

More information about One Dance UK can be found here: www.onedanceuk.org

We are seeking an experienced Office Manager with strong knowledge of a CRM database and who ensures the smooth running of our office, works with the Deputy Chief Executive and Finance Director to lead on the health & safety of our staff, secures the office's assets and supports our Membership Manager in daily contact with our members.

We are looking for a motivated, highly organised and efficient individual who will be confident to work in an environment with multiple projects running concurrently. The Office Manager will work closely with an experienced team driving forward the vision for One Dance UK. We are relocating our office from London to Birmingham in the summer of 2019 and may require the Office Manager to lead on the logistics of the move and travel to the London office in the interim period. Authorised travel and accommodation expenses will be paid by One Dance UK.

How to apply?

Please apply using the application form (downloadable from the One Dance UK website). Completed applications forms should be sent to info@onedanceuk.org by 10am on Monday 29 April 2019. We expect that interviews will take place w/c 13 May 2019.

JOB DESCRIPTION

Responsible to

Deputy Chief Executive/ Finance Director.

Responsible for

Office based student placements and volunteers as required

Key relationships (Internal): Membership Manager, Senior Management Team and Project Manager

Key relationships (External): Office, Telephony, CRM database, software and internet suppliers

Place of work:

Normal place of work will be One Dance UK's new office located in Birmingham Hippodrome's Building, Thorp Street, Birmingham, B5 4TB. Occasional travel to venue locations throughout the UK will also be required. One Dance UK is relocating from London to Birmingham (Summer 2019) and occasional travel to London may be necessary for a short period. All authorised travel costs will be paid for by One Dance UK.

Hours of work:

The equivalent of five days (35 hours) per week, usually 9.30am to 5.30pm (includes an unpaid one-hour break each working day). Some evening and weekend work may be required. No overtime is paid but time off in lieu may be taken. One Dance UK can be flexible with working days and hours, depending on the needs of the office and the small team of staff.

Holiday entitlement:

The holiday year runs from April to March. Annual entitlement is 25 working days per year plus public holidays. For staff beginning or concluding their employment during the year, holiday entitlement is calculated on a pro rata basis.

Probationary periods and notice periods:

The probationary period for this post is 3 months, during which time either the employee or One Dance UK may terminate the employment subject to one week's notice. Upon successful completion of the probationary period, the notice period is 3 months.

Conditions of Employment:

This position is a permanent role. One Dance UK will pay a salary of £25,000 as well as covering pre-agreed essential travel expenses to attend meetings and events.

Benefits

After 3 months service, individuals have access to the People's Pension scheme – employer 3% / employee 5% contributions of gross salary.

PURPOSE OF THE ROLE

- To manage the office and the general administration of One Dance UK and oversee the safety and comfort of employees, student placements and volunteers
- To daily engage with members by phone and email with the Membership Manager, including the postage of One Dance UK's merchandise and general mail

Main Duties and Responsibilities**General Managerial/ Administrative:**

- To oversee and ensure the smooth running of office systems and procedures
- To retain an overview of freelancers and ensure their project delivery work is supported as required
- To maintain the CRM database and consult its service provider
- To supervise, in consultation with all staff, the work-programmes of student placements and volunteers

- To support the administration of One Dance UK events and activities, as requested by the Project Manager, and represent One Dance UK at these events as required
- To co-ordinate the meetings of the Board and sub-committees
- Together with the Finance Director, administer HR systems
- To be a working point of contact with the Landlord
- To ensure that One Dance UK is compliant with health and safety legislation at all times
- To deal with external suppliers of IT, office equipment and suppliers
- To lead and minute the weekly staff meeting
- To undertake specific projects and other duties appropriate to the post

Financial/ Compliance:

- To produce monthly reports of telephone and online sales of membership, tickets and merchandise for the bookkeeper
- To manage the budget for office expenditure and prepare reports to the Deputy Chief Executive for inclusion in Board meetings
- To investigate ways to reduce office expenditure whilst maintaining high standards of health and safety for employees, the office environment and protection of the building in which One Dance UK is housed
- To prepare invoices in the absence of the bookkeeper
- To maintain the standing order payment register
- To manage and reconcile the office petty cash, coordinating with the Finance Director and bookkeeper to reconcile all entries and ensure they are detailed and coded correctly.
- To check with relevant finance staff and/or Project Managers that all spending from petty cash, stationery orders, couriers, postage or debit card payments, are all approved and in line with allocated budget expenditure.
- To ensure that key policy documents (e.g. cyber security, data protection breach reporting, safeguarding) are kept up to date and are complied with

Person Specification

Area	Essential	Desirable
EXPERIENCE	<ul style="list-style-type: none"> • Administrative experience of at least 3 years in an environment with multiple projects running concurrently • Experience of successfully managing a CRM database • Experience of managing student placements and volunteers. • Demonstrable experience of excellent organisation skills combined with exemplary attention to detail, clarity of communication, the ability to multi task, set up schedules and systems, monitor budgets and administer petty 	<ul style="list-style-type: none"> • Demonstrable knowledge of dance practice nationally and internationally • Experience of compiling reports or similar documents • Experience of administration within project based, professional development work

	<p>cash, financial systems and procedures for the smooth running of an office</p> <ul style="list-style-type: none"> • Demonstrable experience of collating Board Reports, writing Board minutes and communicating with the Board • Experience of Health & Safety and basic HR compliance for an office and employees • Experience of working in a team and on own initiative and problem solving 	
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> • Business and Administration qualification and/or equivalent work experience 	
SKILLS	<ul style="list-style-type: none"> • Excellent verbal and written communication skills, IT skills, particularly Excel, Word and PowerPoint, and ability to relate to a wide range of people in person, by phone and email • Being flexible in a dynamic situation and to be open to change. • Self-confident and able to maintain discretion and confidentiality in all areas of work 	<ul style="list-style-type: none"> • Experience of manipulating social media tools including, Facebook, Twitter and websites • Strong interest in dance and commitment to supporting artists and the broader dance workforce. • Willingness to learn new skills
OTHER REQUIREMENTS	<ul style="list-style-type: none"> ▪ Willing to travel occasionally and if needed stay away from home. ▪ Willing to work flexibly and occasional unsocial hours. ▪ Active commitment to Equal Opportunities. 	