

# Office Manager

Battleby, Perthshire, Scotland

The Atlantic Salmon Trust is a leading salmon and sea trout conservation charity that seeks to improve the freshwater and marine populations of Atlantic salmon and sea trout from catchments flowing into the Atlantic Ocean. It is based in the UK but has a reach and reputation that extends around the fisheries world.

The Trust is looking to appoint an Office Manager to run and oversee the main office functions. It is a crucial senior role for the Trust, so that it may deliver on its conservation aims and objectives, efficiently, safely and with the highest standards of good governance. As such the role will be the central point of contact, both internally and externally, for the Trust.

This exciting full-time and permanent role will be based at Battleby, in the heart of rural Perthshire. The executive team at the Trust comprises the CEO, research teams, communications manager, finance and fundraisers, supported by a board of Trustees. The Office Manager will report to the CEO and will work as part of this small team dedicated to salmon conservation.

## General Duties

The postholder will be responsible for the operation and management of the office function within the Atlantic Salmon Trust, whether at the head office at Battleby or for remote workers. This will include liaising with members of the public, staff and trustees on a regular basis. The prime functions of the office are to perform the charity administration, undertake governance and policy work such as data protection, organising events, procurement and supporting the fundraising team. For all of these functions people management skills will be key. The Office Manager will not be undertaking this work on their own but will be supported by the CEO, Communications Manager and Finance Officer.

## Specific Duties

### *Central Co-ordinating Role*

The Office Manager is the first point of contact members of the public and stakeholders have with the Trust. In addition the postholder will act as the central point of contact between staff members, supporting work schedules and travel arrangements.

As the first point of contact with internal and external stakeholders the Office Manager will have a good insight to the communication needs of the Trust and will work closely with the Communications Manager to ensure that the output is timely and appropriate.

### *Charity Administration*

Like many organisations success in achieving charitable aims is dependent upon the efficient and strong operation of the administrative function of the office. A key role for the Office Manager will be the delivery and management of this function for the Trust. Key tasks will be:

- In partnership with the CEO, will be responsible for the governance reporting of the Trust, including filing at Companies House, Charities Regulator and ICO.
- The post holder will be expected to attend Trust Board meeting and maintain accurate minutes of the meeting.
- Taking the lead on policy development in the areas of Health and Safety, GDPR and IT, supported technically by appropriate external advisors along.

- Supporting members of staff to deliver on their work objectives efficiently and transparently.
- Organising meetings and events, including admin support to the Missing Salmon Alliance, where requested.

### *Finances & Fundraising*

Working with the Finance Officer and accountants the postholder will ensure monthly reporting of the Trust's finances, along with the claiming of grants and awards.

The Office Manager will support the fundraising team as they will often be the initial contact for the Trust, along with event management support and ensuring that appropriate records of potential funders are maintained in the Customer Relationship Management database. Post holder will also be integral to the smooth collation, production and distribution of our annual auction catalogue.

### **Conditions of Employment**

The terms of employment will be detailed in a contract and accompanying staff handbook, along with this job description.

The post is full-time and permanent in nature, based on a 37.5 hour working week. Whilst it is intended that this will take the form of a regular office working pattern there will be occasional needs to work the odd evening or weekend for events such as large scale fundraising events.

The Trust operates a hybrid system of working from the main offices at Battleby, which is located just north of the city of Perth in Scotland.

This is a senior post within the Trust and the remuneration package will be both competitive and reflect the skills and experience that the postholder brings to the role, along with an additional contribution towards a pension scheme. The Trust also operates a policy of continuous professional development and will help support the development of the career of the postholder.

### **Selection Criteria**

The following are a set of criteria against which the applications from potential candidates will be appraised.

#### *Essential*

Excellent inter-personal skills with colleagues and members of the public.

Formal qualification in business administration and demonstration of post-qualification experience.

An understanding of the charitable sector and the governance responsibilities of such organisations.

Demonstrate the ability to take the initiative and manage a central office function.

Excellent knowledge of office systems and IT infrastructure with a view to supporting both office and remote staff.

Warm and positive attention to detail in with respect to communications and personnel.

#### *Desirable*

Sound experience in project and event management.

Experience of charities administration and internal policy development.

Demonstrate good procurement skills and financial awareness.

Good time management and organisational skills to support the executive team and office function.