



CHARGING UP CHANGE!

**OFFICE COORDINATOR /
MANAGER**

JOB DESCRIPTION & SPECIFICATION

DEADLINE: 1st March 2023 (1PM)



OFFICE COORDINATOR / MANAGER

JOB SUMMARY

Deadline: 1st March 2023 (1pm)

Application Form:

[https://talent.sage.hr/jobs/6ed83544-7774-4](https://talent.sage.hr/jobs/6ed83544-7774-44d-9393-5d8bdde9f1cf)

[44d-9393-5d8bdde9f1cf](https://talent.sage.hr/jobs/6ed83544-7774-44d-9393-5d8bdde9f1cf)

ROLE	Office Coordinator / Manager
REPORTING TO	Head of Service & Operations
RESPONSIBLE FOR	Contractors
SALARY	£22,048 - £27,227 (Grade 3.7 – Grade 5.16) per annum
HOURS	40 hours per week
DURATION OF CONTRACT	24 Months
TIMESCALE	Immediate start
BASED	PBC HQ – West Bromwich
ROLES AVAILABLE	1
SUMMARY	To be responsible for the smooth running of the Office/Organisation, implement and maintain office procedures, drive effectiveness and communication between departments, and overseeing administrative support.

WHO WE ARE

**POWERING CHILDREN, YOUNG PEOPLE
& YOUNG ADULTS TO CHARGE UP
CHANGE!**



OUR STORY

How we got here....

Powered by CAN works with children, young people and young adults across the Black Country and the wider Midlands region. Powered by CAN was created, built and developed in Sandwell, and we want to empower young people from the region to feel the same pride and purpose for their community as we do.

Children, Young People & Young Adults are at the heart of everything we do, and we make sure that we always put them first by ensuring we always do the following:

- Champion their rights to co-design, co-create and co-produce and make their voices heard.
- Encourage leadership pathways for their views and voice to be present their local community.
- Kick starting personal and professional development through a wider offer of experiences

We believe in providing opportunities for children, young people & young adults and we want to support them to thrive and contribute at every stage of their lives, for a fairer future.

HARNESSING YOUR... POWER, POTENTIAL, PROGRESS



OUR VISION

How we can work together to make a difference...

We want to power up children, young people & young adults to live with pride, purpose and prepared to make positive life choices.

OUR MISSION

How we can make the change...

Powering children, young people & young adults to lead the change they want to see through the delivery of services, opportunities & experiences to contribute at every stage of their lives, for a fairer future.

OUR VALUES

These are at the centre of everything we do...

CARE

CHALLENGE

COMMITMENT

COLLABORATION

CREATIVE

COMMUNITY

OUR SERVICES



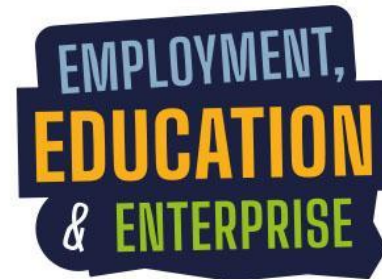
Celebrating culture & civic responsibility through confidence, creativity & connecting with others...



Promoting positive lifestyles and empowering people through participation...



Taking the time to talk, tackle & transform into our true selves...



Always aiming high, aspiring to achieve & Accelerating your ambitions ...

OUR OBJECTIVES

1

Pride of Place!

To develop collective understanding and knowledge on the identity of place to strength the services that are relevant to meet the needs of children, young people & young adults.

2

Positive Programmes & Principles!

To deliver ambitious and high quality opportunities and experiences for children, young people & young adults to strengthen best practice for the sector to meet soft, hard and transferable skills.

3

Powering Participants & People!

To build on the strengthens and needs of children, young people & young adults to thrive and be resilient into adulthood.

4

Pushing Performance & Policy!

To influence policy and investment to prioritise services for children, young people & young adults.

5

Playing our Part!

To ensure our workforce, volunteers, board, volunteers are dynamic, diverse and driven to be reputable, responsive and represent a rights based approach for people and place.





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**We are powered both by where we have come from
and the positive energy moving forward with a ‘CAN’
do attitude.**

**We hope everyone we work with will be able to
power up change!**

”

CEO - Jerrel Jackson FRSA MloD MA BA





OFFICE COORDINATOR / MANAGER

DUTIES & RESPONSIBILITIES

General Duties

- Manage the daily functioning and tasks of the office and storage space.
- Develop and maintain effective and appropriate information and office administrative management systems (e.g. hard copy and electronic filing systems, databases, records of actions and decisions)
- Ensure the scheduling of general maintenance of the office building and vehicles.
- Manage the contracts of the organisation such as insurance, utilities etc.
- Ensure resources and facilities are adequate (organising cleaner, ordering stationery/stock, safe office environment)
- Setting up and maintaining employee personnel files, in line with appropriate data. HR legislation using Human Resources Platform; HR Partner.
- To manage company correspondence (including phone calls, emails, letters and packages)
- Supervising and monitoring the work of the administrative staff
- To assist on the recruitment of new roles including formulating Job descriptions amending where necessary.
- Providing monthly financial information including invoices, payroll, overtime and annual leave, expense card use (Pleo Cards) etc.
- To manage the Employee Petty Cash/ Expense cards process (Pleo Cards)

DUTIES & RESPONSIBILITIES

Administration

- To ensure all appropriate service delivery policies and procedures are being implemented and consistently monitored.
- Provide information for the Quarterly Board Meetings and to present updates during the board meetings at the request of the CEO.
- Ensure monitoring reports, data collection and analysis are undertaken by project coordinators to meet deadlines.
- Collaborate with Service Delivery Officers and Coordinators to oversee rota scheduling via our Communication System.
- Be responsible for ensuring all relevant paperwork is compiled and completed by delivery/freelance staff in accordance with the policies and procedures of the organisation.
- To proactively contribute to and support marketing activity, campaign planning and drafting/proofing relevant copies.

Communication

- Liaise with the company administration team to ensure Policies and Procedures are being met to a high standard.
- To develop cooperative and collaborative partnerships with other statutory and voluntary agencies who have a remit for work with children and young people.
- Provide support/ advice and training to the Service Delivery Team on Youth and Delivery related issues.
- To implement a customer service orientated approach for service participants to receive high quality service.
- To monitor and resolve any issues or complaints.



OFFICE COORDINATOR / MANAGER

JOB SPECIFICATION

Essential

- You have experience managing and supporting a team.
- You have experience managing budgets
- You have experience with HR/Recruitment
- You will have excellent commitment towards supporting the development of the organisation.
- You manage your time very effectively
- You communicate clearly, succinctly and correctly and have great attention to detail.
- You have a strong knowledge of Microsoft Office applications, including Excel and Word.
- You can build good relationships with people over the phone and face to face.
- You are discreet, and are able to handle, manage and keep confidential information.
- You work effectively independently and as part of a team.
- You adapt very well to changing circumstances and be a good problem solver.
- You will adhere to the policies and procedures of the organisation.
- You are committed to equality, equity, diversity and inclusion in and out of work.

Desirable

- You will have a minimum of 2 years of applying these skills in administration or project management.
- You will have a working knowledge of services for children and young people.
- You will have a working knowledge of not-for-profit organisations.
- You have access or own your own vehicle.
- You have experience with Diary Management.
- This role is subject to Disclosure Barring Service (DBS) and vetting of references.



FURTHER INFORMATION

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Application Form:

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Application Process:

Stage 1 – Informal 30/60 minute conversation

Stage 2 – Formal Interview (including Presentation or Practical)

Contact Information:

jobs@poweredbycan.org or 0121 530 8451

DBS and Reference

This role is subject to a clear enhanced DBS and satisfactory Employment/Character references.

Please note we are currently using a new application system, so if you face any technical difficulties please email jobs@poweredbycan.org

