



**OFFICE COORDINATOR
CANDIDATE INFORMATION**

**CLOSING DATE FOR APPLICATIONS
5PM MONDAY 2ND AUGUST**

Office Coordinator

Would you like to manage our lovely and characterful office in Wharf Street? We're looking for an Office Coordinator. You'll be at the heart of all that we do - working with the public, our members, volunteers and small staff team. You'll be joining the Trust at a crucial time, as we seek to expand our work within the city whilst maintaining a welcoming and friendly environment.

As a small team, we all have a 'let's get stuck in' ethos where we muck in where we can - the work can at times be physical, and there may be more than one priority at the same time - however, the sheer breadth of our work makes for an interesting and rewarding role, mixing routine with the unexpected.

Who are we looking for?

Reporting to the Development & Engagement Manager, the role provides administrative support to the Trust's Board, staff, volunteers, members, and supporters but also includes engagement with a wide range of external stakeholders. The successful candidate will also oversee the Trust's day-to-day financial processes. This is a diverse, hands-on role which requires professionalism, interpersonal skills, energy, and attention to detail.

In addition, you will have the ability to manage a busy and varied workload, determine priorities, change direction at short notice, as required, whilst remaining calm under pressure.

This role would particularly suit an organised, proactive, self-motivated and highly adaptable person with excellent communication skills and a good understanding of data management.

About Leeds Civic Trust

We are a charity, established in 1965, which aims to make Leeds a better place for those who live here. We have a particular interest in architecture and design, heritage and transport.

These recent examples give a sense of the range of the Trust's activities:

- Co-ordinating the city's annual Heritage Open Days festival
- Unveiling blue plaques to mark the city's significant people, places and events
- Producing a transport vision for the city and launching a competition of ideas to improve walking and cycling in a part of the city
- Influencing the city's built environment by commenting on and influencing proposed developments in the city

- Organising physical and virtual talks, discussions and debates with MPs, Councillors, historians and key city stakeholders

In 2020 our trustees launched a new five-year Vision – this far reaching and ambitious strategy aims to diversify the work and reach of the Trust, develop new audiences, and ensure that the Trust remains a relevant voice into the future.

The Office Coordinator will therefore be joining the Trust at a pivotal and exciting time.

Our working conditions

The role is offered on a 35 hour, five day a week basis (Monday to Friday) at an initial salary of £23,000. Due to the nature of this role, the successful candidate will ultimately be required to be in the office for the majority of their working week, however there may be opportunities to work remotely for some of the time - in line with the Trust's current Covid-19 working practices.

Core hours are between 8am and 6pm, during which staff are usually expected to work a seven hour day. On occasions where there are evening/weekend events and meetings (particularly during Heritage Open Days) we provide time off in lieu. We offer a contributory pension and 25 days leave plus bank holidays and other holiday periods such as Christmas when the Trust does not work.

Your line manager will be Meleri Roberts, Development & Engagement Manager, although you will also work collaboratively with other Trust team members and volunteers.

Main areas of responsibility

Administrative Support

- Use a range of software, including email, spreadsheets and databases, to ensure the efficient running of the office.
- Provide clerical support to the Board of Trustees and the Trust's volunteer groups.
- Provide administrative support to the Trust's staff team and PA support to the Director.
- Setting up meetings, events and activities, be these in-person or digitally.
- Ensuring the timely circulation of papers for board meetings and committees and groups – implementing a standardised appearance.

- On-going support to the Trust's Committees and groups. Examples of this work include ensuring the timely receipt of planning application comments, the submission of these to Leeds City Council's Planning Portal, submitting comments on local and national consultations to the relevant place, posting reports produced by our committees onto the Trust's website
- Support the Trust's flagship events, such as its Annual General Meeting and Heritage Open Days.
- Coordinating bulk mailings and electronic correspondence.
- Being the first point of contact for the Trust's public face – answering phone calls, emails to our general inbox as well as postal correspondence.
- Producing and distributing the Trust's annual internal meeting calendar.
- Answering and distributing general emails and postal correspondence.

Financial Support

- Process expenses, invoices, end-of month reconciliations and payments using QuickBooks.
- Record GiftAid claims and make submissions to HMRC.
- Producing quarterly reports for our Finance Committee.
- Work with the Trust's Treasurer to provide the necessary documentation to allow the Trust's auditors to produce end of year accounts.

Office Management

- Order office supplies and equipment.
- Files and archives records.
- Manage office suppliers, contractors and contracts.
- Manage health and safety within the office environment.
- Coordinate meeting room bookings and other events within the Wharf Street building. This includes refreshments, room layout, av equipment and ensuring the health and safety of delegates at all times.

Membership & Audience Development

- Work alongside our Communications & Events Officer to maintain the Trust website.
- Support the organisation of the Trust's systems, databases, and develop procedures as appropriate.

- Be our membership/volunteer database superuser; including managing renewals, subscriptions, and personal data (we currently use CiviCRM).
- Create and distribute event invitations and managing responses.
- Send membership packs and renewal information.

How to apply

The closing date for applications is 5pm August 2nd.

You should submit a covering letter (no more than two sides of A4) demonstrating how you meet the criteria set out below, together with a CV. You should email these to office@leedscivictrust.org.uk.

We will confirm receipt of your application by email but due to resources we are unable to provide feedback to applicants who are not invited to interview. If you do not hear from us two weeks after the deadline, you should assume that your application has been unsuccessful on this occasion.

If you wish to make any informal enquiries about the post, please contact Mel Roberts (mel@leedscivictrust.org.uk)

We anticipate that interviews will be held week commencing 9th August.

Shortlisted applicants may be asked to provide additional information which will be assessed as part of the interview process.

Criteria for Assessment

CRITERIA FOR ASSESSMENT		METHOD OF ASSESSMENT
ESSENTIAL		
QUALIFICATIONS	An excellent standard of written and spoken English is essential. Candidates should either be able to provide evidence of qualifications at a level commensurate with the job description	Application

	or equivalent experience.	
EXPERIENCE	<p>We would expect applicants to be able to give examples of work in at least two of the following three areas:</p> <ul style="list-style-type: none"> • Experience of managing or supporting a busy office environment. • Bookkeeping and financial management for a small organisation or business. • Experience supporting committees, groups and meetings. 	Application / Interview
SKILLS	<p>Ability to use own initiative, manage time effectively and to prioritise tasks.</p> <p>Excellent attention to detail.</p> <p>Excellent written and verbal communication.</p> <p>Strong IT skills, including knowledge of Microsoft Office 365 (Word, PowerPoint, Excel, Outlook, Teams) and other commonly-used office packages including Zoom.</p> <p>Ability to communicate with a range of people.</p> <p>Good team-working skills.</p> <p>Ability to use CRM systems (we currently use CiviCRM).</p> <p>Financial skills with the ability to use accounting software (we currently use QuickBooks)</p> <p>An appreciation of workplace health & safety.</p>	Application / Interview
PERSONAL ATTRIBUTES	Professional, open and collaborative working style	Application / Interview

	<p>Creative, approachable, open to ideas</p> <p>Willing to work out of hours when required</p>	
DESIRABLE		
FURTHER ATTRIBUTES	<p>Experience engaging with different stakeholders including volunteers.</p> <p>Knowledge of basic website updating.</p> <p>An understanding of the demands and challenges of working as part of a small team.</p> <p>A broad interest in the work of the Trust.</p> <p>Some familiarity with Leeds as a place</p>	Application / Interview