



Dear Candidate

Re: Office Manager

Thank you for your interest in the post of Office Manager at the End Violence Against Women Coalition. In this recruitment pack you will find:

- job description
- person specification
- equal opportunities monitoring form

Please send your **CV, a covering letter and completed equal opportunities form** addressing how you meet each of the items in the person specification. This should reach us by email by **13 October 2017**. Please note that interviews will take place week commencing **16 October 2017** in central London.

Applications should be sent by email to: admin@evaw.org.uk. Please enter 'Office Manager' in the subject field.

We are looking for someone to start as soon as possible. This is a part-time post of 4 hours per day, 5 days per week. This post will be hosted at EVAW's offices near Lambeth Bridge and Vauxhall. The salary is £25,000 - £28,000 (pro-rata) depending on skills and experience, with a range of benefits including an 8% contributory pension.

If you have any questions about the role please email me at rachel.krys@evaw.org.uk

Yours sincerely,

Rachel Krys
Co-Director, EVAW

JOB DESCRIPTION

Office Manager

Part-time, 10am – 2pm (4 hours per day), 5 days per week

Salary range £25,000 – £28,000 depending on skills and experience (pro-rata)

About the End Violence Against Women Coalition

End Violence Against Women (EVAW) is a UK-wide coalition of women's organisations and supporters working to end all forms of violence against women and girls.

EVAW has a high media profile and lobbies local and central government to put in place policies to end violence against women.

This role will support this work, helping EVAW's Co-Directors and small team manage the organisation, handling the administration of running a small membership charity and keeping up to speed with the team's busy working week.

The post holder will become a vital part of the team, being there to answer queries from members or stakeholders, organise meetings and events and provide administrative support to the co-directors and board of trustees. You will be an organised and experienced charity administrator, willing to work independently, take responsibility and happy to contribute to the varied and fast-moving work of the team.

KEY TASKS AND RESPONSIBILITIES

Role Responsible to EVAW co-directors

- 1) Co-ordinate the EVAW office activities and operations ensuring it runs efficiently.
- 2) Ensure the charity is compliant with company and charity legal obligations by meeting reporting requirements and keeping up to date records of trustees and directors.
- 3) Organise meetings and events including diarising, booking rooms and organising catering, making travel arrangements, note taking and follow up.
- 4) Support EVAW governance structures including organising and minuting trustee and member meetings and the maintaining membership database.
- 5) Support the co-directors and bookkeeper in financial administration including; photocopying, data entry, processing invoices/expenses claims and processing donations.
- 6) Support the co-directors in administering the fundraising function including recording significant developments and successes, ensuring reporting to funders is on track and undertaking research into potential and existing fundraising opportunities.

End Violence Against Women Coalition
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E admin@evaw.org.uk

Company Registration number 7317881
Registered charity in England and Wales (No. 1161132)

- 7) Create and update records and databases with personnel, financial and other data.
- 8) Provide general administrative support – responding to emails from the admin inbox, answering and forwarding calls, maintaining databases, tracking office supplies, managing correspondence.
- 9) Provide ad-hoc support to ERAW as required by the co-directors.