

Outline Job Description and Person Specification

Role	Office Supervisor
Reporting To	Scout Foundation Northern Ireland Board of Directors
Area	Antrim Road, Belfast, Northern Ireland
Salary	NICVA Scale: Commensurate with experience
Hours	22 Hours per week - Some out of hours and additional working time will be required from time to time
The Role	<p>SFNI encourage young people to achieve a state of personal holistic well-being by balancing the social, physical, intellect, character, emotional and spiritual aspects of their lives. Our work promotes equality, diversity and inclusiveness through the provision of community based, quality youth programmes, delivered in a safe and trusting environment through excellence, professionalism, courtesy and respect.</p> <p>The Office Supervisor will be responsible for the overall effective business operations and administration of The Scout Foundation Northern Ireland. Key role responsibilities are outlined below:</p> <ul style="list-style-type: none"> • Administration support to the Board, management and the wider team, maintaining records, producing reports, diary management, meeting management, documentation and presentations • Develop and nurture effective relationships with co-workers and volunteers, key stakeholders and funders • Manage and monitor office functionaries such as personnel files, payroll, attendance, KPI's and operation metrics, Health and Safety • Participate in, and contribute to, strategy and planning meetings • Ensure that the work of SFNI is considered when government are undertaking policy changes or developing new policies by preparing appropriate policy responses for the board • Advise and support the board with regard to current and emerging issues of interest and concern to SFNI • Represent SFNI at appropriate forums and liaise with internal/external partners and agencies • Develop and implement office policies, procedures and standards to ensure effective office operations • Produce a range of finance reports to include accruals, debtors and reviews of nominal ledgers • Leadership and line management of the office team, making sure that team members who report to you meet performance expectations • Support the office team through ongoing training, 1-2-1's and team meetings • Assist with the planning and execution of various projects and events • Provide support at scouting events throughout NI • Other duties as required

The Person

To be successful in this role you will evidence and demonstrate the following minimum requirements:

Qualifications

- Possess GCSE (or equivalent) at grade C or above in both Maths and English

Experience and Knowledge

- Minimum of 3 years relevant office supervisory experience to include staff and comprehensive financial administration responsibilities
- Experience in financial/operational record keeping and reporting
- Experience in setting up, and rolling out, office policies and procedures
- Excellent working knowledge of IT and software packages including MS Office (Word, Excel, Powerpoint, Outlook)
- Experienced in staff management including managing staff performance

Personal Attributes

- Team player with an ability to engage the team to work together to achieve team goals and objectives
- Ability to plan and organise work and manage under pressure with competing priorities
- Ability to appropriately communicate and engage with a wide range of diverse stakeholders
- Ability to exercise diplomacy and deal impartially with a diverse range of people with a wide range of needs
- Excellent spoken and written communication skills including presentation and interpersonal skills
- Strong administration and record keeping skills
- Accurate and attentive to detail
- Ability to proactively engage in problem solving and be decisive
- Flexible and adaptable within a fast moving and changing environment
- Demonstrates professionalism in all aspects of leadership and work

Other

Appointment will be made subject to satisfactory vetting and suitable reference checks

How to apply: Please send your CV and cover letter outlining your experience and why you would be suitable to this role by Friday 27th August 2021: Email: careers@sfni.org

SFNI is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society