

**Electoral Reform Society**

**Office Manager**

The Electoral Reform Society (ERS) is looking for a full-time Office Manager to join our team on a permanent basis.

**Background**

**The Electoral Reform Society is the UK’s leading voice for democratic reform. We operate on a simple premise - that politics can be better than it is.**

We work with everyone – from political parties, civil society groups and academics to our own members and supporters and the wider public – to campaign for a better democracy in the UK.

Our vision is of a democracy fit for the 21st century, where every voice is heard, every vote is valued equally, and every citizen is empowered to take part. We make the case for lasting political reforms, we seek to embed democracy into the heart of public debate, and we foster the democratic spaces which encourage active citizenship.

**The ERS is ambitious about far-reaching changes to the way politics works in Britain. In the next few years, our focus is:**

1. For public authorities in the UK to be **elected by proportional representation**, specifically by the Single Transferable Vote in multi-member constituencies.
2. For the democratic institutions of the UK, its nations and regions and other constituent parts to work in ways that **foster trust, engagement, and voter power**

To achieve these goals we offer an independent voice to lead and contribute to debates about democracy at all levels of British society.

**Our main activities are:**

* Lobbying politicians, political parties and opinion formers through meetings, events and the production of research, reports, and briefings.
* Developing campaigns with clear calls to action aimed at securing policy and legislative wins at Westminster, in the Welsh Assembly and the Scottish Parliament.
* Holding events to promote our publications and campaigns, including policy seminars, activist workshops and receptions.
* Providing tools and campaigns opportunities for ERS members, supporters, and other activists.
* Reactive and proactive media work promoting our campaigns and commenting on public elections and other aspects of our democracy.

We’ll do this by staying true to our principles. In all of our work, the ERS seeks to be:

1. **Honest** – We aim to build relationships based on trust, to learn from our successes and mistakes, and to operate with integrity.
2. **Responsible** – We aim to ensure all of our work is rooted in evidence and firm foundations.
3. **Broadminded** – We will work across the spectrum to help build a better democracy in the UK, building coalitions, being innovative, and listening to others. The ERS is part of a proud movement for political equality.

It is an exciting time for the ERS as we seek to make the most of current opportunities for political reform.

From our campaigning for a reformed House of Lords, to our call for modernised election campaign rules, our fresh ideas, and practical solutions on a whole range of issues are finding new audiences and successfully influencing the political agenda.

As well as our head office in London, we have active offices in Scotland and Wales, contributing to the debate in Northern Ireland, and capturing lessons for our work across the UK. While focusing on UK-wide projects, the successful applicant may be required to work on communications for the non-London offices from time to time.

**EQUAL OPPORTUNITIES**

The ERS is committed to equal opportunities and to encouraging diversity amongst our staff. We are particularly keen to hear from interested individuals from under-represented communities and we would encourage candidates from all backgrounds to apply for this role.

We pride ourselves on being a flexible employer, with generous arrangements for time off in lieu, working from home and holiday.

Names are removed from applications to ensure the process is as fair and robust as possible.

**JOB DESCRIPTION**

**Job title: Office Manager**

**Reporting to:** Chief Operating Officer

**Location:** Central London (Bermondsey Street, SE1)

**Job purpose:** To ensure the smooth, efficient and effective running of ERS operations by the provision of high-quality administrative support and office management.

**Main duties and responsibilities:**

**OPERATIONS & GOVERNANCE ADMINISTRATION**

* Provide events administrative support (including identifying and booking venues, organising travel)
* Assist the CEO with diary management when required
* Schedule all Council meetings; liaise with senior staff and Council members to ensure that meetings are feasible, and apologies are recorded
* Format, print (where necessary) and distribute papers for all Council meetings
* Organise all Council meetings: book venues and assist with travel arrangements, arrange provision of equipment and refreshments
* Take minutes of all Council meetings, record, and track actions
* Maintain document management systems to ensure that Council papers are safely archived, and appropriate security procedures are observed
* Provide support to the ERS Council sub-committees, including the FAIR Committee. Assist with scheduling and minute taking when required.
* Assist in planning and organising the Society’s Council elections
* Assist with recruitment, including advertising and receiving / sorting applications, liaising with candidates, and organising interviews
* Maintain discretion and deal with sensitive and confidential information appropriately

**BUILDING & OFFICE MANAGEMENT**

* Liaise with the Society’s property managers where necessary over maintenance issues, repairs, contractors, and services to ensure that the building is suitable, legally compliant and conducive to the needs of ERS and its tenants. Respond to and resolve issues and problems connected with the building where required.
* Manage the work environment: ensure that the ERS office space is suitable, legally compliant and conducive to the needs of staff
* Order office supplies and liaise with staff about equipment where necessary
* Manage and provide support with IT equipment, systems & software (liaising with our IT support where necessary)
* Manage the Meeting Room booking system and assist staff to use it
* Lead the process of office induction for new starters, including IT

**ORGANISATIONAL ROLE**

* Contribute to the intellectual capital and development of the ERS via team meetings, blogs, staff meetings and planning/away days and by supporting colleagues as required
* Work with colleagues to maximise the recruitment of new members, identified through campaigning and other activity
* Undertake administrative and ‘back office’ tasks as required, including supporting events, operations and media
* Undertake other related duties as required that your manager reasonably considers would assist the Society in meetings its objectives

**PERSON SPECIFICATION**

The successful applicant should demonstrate their abilities or track record in all essential criteria.

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|  | **Essential** | **Desirable** |
| Experience | Wide-ranging experience of administrative work, including experience of:* office management
* minute-taking
* organising meetings and events, including all logistics (scheduling, travel, venues etc)
* maintaining document management systems
* dealing with sensitive and confidential information appropriately
 | Experience of: * property management
* recruitment administration
* working in a campaigning or membership organisations
* working in a small team
* assisting the Chief Executive or Director of a high-profile organisation
* writing formal reports
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| Knowledge | An excellent knowledge of MS Office, including MS365 and SharePoint. Knowledge of IT equipment and systems Understanding and commitment to equal opportunities and diversity  | Knowledge of health and safety law / requirements as they relate to the office environmentKnowledge of HR and employment lawUnderstanding of British political and electoral system  |
| Skills / qualifications | Excellent communication skills, both oral and writtenExcellent organisational skillsExcellent IT skillsConfident approach and an ability to work using own initiative within boundariesAn ability to work effectively with people across a wide range of levels and responsibilitiesExcellent attention to detailTact and diplomacyProblem-solving skills and the ability to ‘make things happen’. The ability to maintain confidentiality and to be discreetAbility to plan and prioritise workloads and respond well to changing circumstancesGood team working skills, including understanding the role and demands of working with others in a small team and a flexible approach to collaborative working | Minute-taking qualificationOffice Management qualificationGovernance qualification |

**Outline terms of employment**

**Contract:** Permanent / full-time

**Hours:** 35 hours per week, with occasional weekend and evening work

**Salary range:** £25,081 – £33,174 (inclusive of £3,500 London Weighting Allowance)

**Location:** Central London (Blue Lion Place, SE1 4PU)

**Holidays:** 25 days plus statutory days (rising to 30 days after 5 years: see below)

**Pension:** 8% employer contribution

The ERS has offices in London, Edinburgh and Cardiff. The postholder for this role will be based at our head office in Bermondsey Street (nearest station is London Bridge).

Staff are entitled to 25 days paid leave in addition to statutory holidays in their first year of service, with an additional day of paid leave in each subsequent year, until they reach 30 days leave. Other benefits include an 8% pension contribution, a generous parental leave policy, TFL season ticket loan, bike scheme and flexible working practices.

**Electoral Reform Society**

**APPLICATION FOR THE POST OF OFFICE MANAGER**

Please complete this form and submit via email to kate.west@electoral-reform.org.uk. All applications will receive acknowledgement of their receipt.

The closing date for the receipt of applications is 17.00 on Monday 5 September 2022. Interviews are expected to take place during the last two weeks of September.

Applications are anonymised to make the selection process as fair as possible.

**PERSONAL DETAILS**

Surname:

First names:

Address:

Email:

**Telephone number:**

Daytime: Evening:

**Education and qualifications** (please continue on separate sheet if necessary)

**The first page of this application form will be detached from the rest of the form upon receipt so as to ensure that there is no possibility of any discrimination on grounds of name, gender or location of any applicant when selecting those to be interviewed. This page will be re-attached to the rest of the application form *only* after the selection for interview has taken place.**

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| **Dates** | **Establishment** | **Courses** | **Qualifications** |
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**Additional training**: details of any short courses which you believe are relevant to your application:

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**Work experience**

Please give details of your work experience, including part-time and voluntary work, starting from your most recent employment. (Please continue on separate sheet if necessary.)

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| **Dates (to/from)** | **Employer****and nature of business** | **Position held and responsibilities** |
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Do you require a work permit? Yes / No (please delete as appropriate)

**Why do you want this job?**

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| Please tell us below why you want this particular job and why you believe you have the skills and experience to do it. Please address the criteria set out in the person specification in particular. You may use a continuation sheet if necessary, but you should try not to use more than about 400 words. |

**Other experience**

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| Please give details of any other experience and interests which might be relevant to your application (in no more than 200 words): |

**Where did you hear of this vacancy?**

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**Referees**

Please give names of two referees who know you and can assess your abilities and work (Referees will not be contacted without your consent)

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| Name:Position:Address:Telephone no.:Capacity in which the referee has known you: |

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| --- |
| Name:Position:Address:Telephone no.:Capacity in which the referee has known you: |

**ELECTORAL REFORM SOCIETY**

**EQUAL OPPORTUNITIES MONITORING FORM**

The Electoral Reform Society is an equal opportunities employer and monitors our recruitment procedures to ensure best practice is being followed.

We will separate this part of the form from the application form. It will not form part of the selection process.

Please tick the appropriate boxes:

**Gender**

Male (including trans male) [ ]
Female (including trans female) [ ]
Non-binary [ ]
Prefer not to say [ ]

If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

**What age group do you belong to?**

18-24 [ ]
25-34 [ ]
35-44 [ ]
45-54 [ ]
Over 55 [ ]
Prefer not to say [ ]

 **How would you describe your sexuality?**

Bisexual [ ]
Heterosexual/straight [ ]
Gay man [ ]
Gay woman/lesbian [ ]
Other (please describe)
Prefer not to say

**Do you consider that you have a disability?**

No [ ]
Yes [ ]
Prefer not to say [ ]

**Do you have a disability as defined by the Disability Discrimination Act?**

No [ ]
Yes [ ]
I don't know [ ]
Prefer not to say [ ]

 **Do you consider that you have a long-term health problem?**

No [ ]
Yes [ ]
Prefer not to say [ ]

**How would you describe your ethnic origin?**

Arab / Arab British [ ]
Asian/ Asian British – Bangladeshi [ ]
Asian / Asian British – Chinese [ ]
Asian / Asian British – Indian [ ]
Asian / Asian British – Pakistani [ ]
Any other Asian background, please describe in 'Other'

Black / Black British – African [ ]
Black / Black British – Asian [ ]
Black / Black British – Caribbean [ ]
Black / Black British - Latin American [ ]
Any other Black background, please describe in 'Other'

Gypsy or Traveller [ ]
Roma [ ]
Latin American Indigenous / Indigenous British [ ]
Mixed White and Asian [ ] Mixed White and Black [ ] Any other Mixed Race/Multiple ethnic background, please describe in 'Other'White European [ ] White Irish [ ] White Latin American [ ] White Welsh/English/Scottish/Northern Irish/British [ ] Any other White background, please describe in 'Other'

Any other ethnic group/background, please describe:

Prefer not to say [ ]

**Thank you for completing this form. Please return it with your application form.**