



Job Description – Office Manager

Reports to:	Director of Programmes
Start date:	Immediately
Contract term:	Full time and flexible
Location:	Based at DYT's central office (London, SE1) with the option for some homeworking
Salary:	£28,000- £32,000 (pro-rata) and 10% employers pension contribution
Leave:	25 days annual leave pro rata (excluding bank holidays). DYT's office are also closed between Christmas and New Year giving you an additional four to five days leave.

What is the role?

At the Driver Youth Trust, we recognise the central role teachers play in ensuring that learners with literacy difficulties and SEND receive access to an education and curriculum that is responsive to their individual needs and context. Our ambition is to ensure the schools' workforce has access to professional development that equips them so that no child is disadvantaged by need or context.

We are looking for an Office Manager to join our small team. The role will suit an individual with excellent organisational and interpersonal skills as they support senior colleagues across a range of corporate responsibilities, including HR, finance, compliance and audit, and office management. This opportunity will provide the successful candidate with a broad range of experience in corporate services in support of a charity.

What are your responsibilities?

The Office Manager will support the senior management team to:

- Aid participants of DYT's learning and development offer and support the organisation and management of events
- Maintain and develop administrative systems that support our team to reach more schools and teachers
- Act as a point of contact for DYT's suppliers and contractors (including the office landlord, DYT's insurer and IT consultant) to ensure facilities and equipment are functioning, secure, well maintained and reflect value for money
- Support the finance manager to raise invoices, manage payees, recording cheques and other financial documents
- Deal with enquiries and be the first point of contact for our clients, partners and beneficiaries promptly and professionally
- Maintain and develop HR systems and administration, draft internal policies and support recruitment, contracting and inducting new members of the team, in line with industry norms
- Supporting the Marketing and Communications Manager with the creation of digital content.



- Support the senior management team to compile information and reports
- Act as a representative for DYT and its Trustees with integrity and professionalism
- Other duties as directed by the senior management team.

What will the team look like?

You will be working at the centre of DYT alongside our Chief Executive and Director of Programmes. This will involve supporting the work of our wider team across all key business functions, including programmes, marketing and communications, policy and research.

What is our context?

DYT is a growing organisation. This means that:

- You will be aligned to our vision and mission
- There will be change
- You will need to prioritise your time because resources will be limited
- You will have to work flexibly because this is not a nine-to-five job and everyone will need to pitch in.

What will be required of you?

- Initiative to work independently and to understand your part in supporting and delivering the DYT strategic objectives.
- Tenacity to be part of a dynamic and ambitious small team and play your part and have an excellent work ethic.
- Resilience to meet challenges and work through problems with limited resources and against tight timelines.
- Respect for you colleagues, education professionals and all those you encounter whilst working for DYT.
- The team will grow steadily over the next three years and you will have the opportunity to shape and adapt your role with the organisation.



Person Specification

Qualifications

- Qualified to A-level or equivalent
- Professional qualifications and or training in charity finance or HR
- Right to work in the UK.

Knowledge, skills and experience

Essential	Desirable
<ul style="list-style-type: none"> • Excellent interpersonal skills and a confident communicator (both verbally and in writing) • Exceptional organisational skills with the ability to plan, prioritise, structure and manage a busy workload competently • Ability to work with autonomy and use a high degree of initiative, working flexibly as part of a team • Confidence in your literacy, numeracy and IT skills (including the full suite of MS Office applications, e.g. Teams, Planner, Excel and PowerPoint) • Administration of HR systems and processes • Confidently manage relationships with contractors and suppliers • Ability to learn and adapt to the technical skills required for the job and new ones as they arise • Professional and conscientious approach to work. 	<ul style="list-style-type: none"> • An understanding of Special Educational Needs and Disability, and education • Project management • Financial systems, such as Xero • Knowledge of managing compliance in a charity setting.

How to apply

Please submit your CV and a cover letter (no more than two sides A4) indicating your suitability for the role, in relation to the person specification, and the qualities you will bring to DYT.

Applications should be sent directly to info@driveryouthtrust.com by noon 26th July. Interviews are scheduled to take place on Friday 30th July via zoom.

Statement of Equality, Diversity and Inclusion

Driver Youth Trust is committed to promoting equality, diversity and inclusion across all its activities.

We want DYT to be an inclusive place to work. We aim to create opportunities and reduce barriers for everyone, particularly under-represented groups in the workplace and especially



those in the charity and education sector. We will do whatever we can to take steps to making sure there is no discrimination in recruitment and selection, performance management and pay policies and processes.

We recognise that protected characteristics (as defined in law) are not the only forms of diversity. An individual's identity may include multiple characteristics or none. What is important to us is that we treat you fairly, with dignity and respect and we call out practices which do not sit with our vision and values.

Equality, diversity and inclusion runs through much of our work, whether in our partner schools and Trusts, when campaigning and undertaken research and when we seek new partnerships and collaborations. We work to develop inclusive programmes and projects that bring together people with different experiences and backgrounds. We hope this will make everyone's experiences richer, and ultimately lead to more inclusive schools and communities.

Managing data

Driver Youth Trust is committed to safeguarding children, young people and vulnerable adults. Successful candidates may be subject to a DBS Check, along with other relevant employment checks.

Driver Youth Trust as a Data Controller and a Data Processor, as defined under the General Data Protection Regulation (GDPR). Any information obtained by us is held and processed in accordance with relevant data protection legislation. The data you provide us with is securely stored on our computerised system for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

Our legal basis for much of our data processing activity is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website:

<https://www.driveryouthtrust.com/privacy-policy/>