



Job Description

Title:	Office Manager
Location:	The Manchester Deaf Centre Crawford House, The University Precinct, Booth Street East, Manchester, M13 9GH
Responsible to:	Senior Managers
Salary:	£26,035.00
Basis:	Full time

About us:

Established in 1846, Manchester Deaf Centre is the largest organisation to provide support to the local deaf community within Greater Manchester and beyond. We host a variety of services and groups that offer support, learning, training opportunities, social events and much more.

We strive to be committed to service users, to be dependable, innovative, inclusive and ever evolving in our learning and sharing information and developing of our services.

We work with a large variety of organisations to promote access and inclusion for deaf and hard of hearing people within Manchester and its surrounding districts.

About you:

As an Office Manager, you will oversee the day-to-day running of the office. You will be required to work within the Manchester Deaf centre office five days per week. You will have experience managing staff and a good understanding of compliance related tasks. You will have a good understanding of British Sign Language or a strong willingness to learn.

Role & Responsibilities:

- First point of contact for non-project services.
- Oversee 3 teams -Interpreter bookings, courses and facilities. Covering duties in staff absences.
- Manage 5 members of staff and volunteers, carrying out appraisals and measuring performance.
- Be responsible for the day-to- day running of the office.
- Corresponding with external agencies such as the University regarding building repairs and Peninsular regarding HR queries.
- Co-ordinate volunteers at MDC
- Working with senior managers to establish policies and procedures.
- Manage the office budget.
- Undertake other duties appropriate with the grade of the post

This is not an extensive list of duties, and you will be expected to perform different tasks as required by your role and the organisations objectives.

Person Specification

- Experience in managing staff.
- A good understanding of managing an office.
- Administration skills including monitoring.
- Ability to organise your time and workload.
- Ability to work well with others.
- Be able to use a computer and software packages competently.
- Excellent communication skills
- Native BSL user, Qualification in BSL or willing to learn the language.

Please send your CV and covering letter to Senior Manager, Mark Woodall – mark.woodall@manchesterdeafcentre.com

Application Deadline – Wednesday 23rd^d August 5pm