



**Portsmouth
Creates**

OFFICE MANAGER RECRUITMENT PACK

MAY 2024



ABOUT PORTSMOUTH CREATES:

Portsmouth Creates is a Community Interest Company, operating in the heart of Portsmouth. Our strategic objective is to support the growth of our creative and cultural sector across the city. We connect, support and advocate for Portsmouth's creative community. Nurturing our talent and building our pipeline through creating pathways across the sector.

OUR MISSION STATEMENT:

We create opportunities through and for creativity. We know that access to creativity and culture empowers and enriches all lives. Through enabling a creative Portsmouth, we will contribute to the development of a vibrant, inclusive place with a strong sense of identity, ambition, heritage, and pride.

Collaboration and co-creation are at the heart of our work. We work across a range of partnerships with multiple approaches to developing Portsmouth's creative growth.





OUR VALUES: (in alphabetical order)

Creativity - Creativity is our thing! We are passionate about enabling and developing creative thinking and practice. Creativity enables new opportunities, partnerships, connections and innovation. We believe creativity is an infectious energy that supports development and wellbeing.

Equability and Inclusion - People are at the heart of what we do. We work to create access, opportunity and a fair, level playing field for everyone. We are committed to an inclusive work culture where everyone who works with or for us is treated with respect and integrity. We advocate for our partners and those we collaborate with to share this value and work to address inequality, increase access and engagement across our city and beyond.

Positivity - Through action, caring, joy and generosity of spirit we work to positively contribute to Portsmouth's sense of place. Making a difference and championing our creatives, communities, and city along the way.

Trust and respect - Through being our authentic selves, having clarity about what we do and why, being approachable, actively listening, supporting and working to making a difference we aim to build solid relationships and collaborations built on trust and respect.

OFFICE MANAGER ROLE:

The Office Manager is a key role in the administrative and operational function of Portsmouth Creates. As Office Manager you will be responsible for all aspects of office management and providing essential administrative support to the Chief Executive as well as operational support to the wider team as needed.

KEY RESPONSIBILITIES:

Administrative Management:

- Oversee general administrative functions, including answering phones, responding to emails, and managing correspondence.
- Coordinate office activities and operations to ensure efficiency and compliance with company policies.
- Provide comprehensive meeting support including:
 - Arranging venues, refreshments and equipment
 - Agenda development and creation
 - Acknowledging and proactively supporting the needs of the meeting attendees including relevant access requirements
 - Taking and managing comprehensive minutes and documenting actions accordingly
- Maintain office supplies inventory and equipment, anticipating needs and placing orders as necessary.

Executive Support:

- Provide administrative support to Chief Executive , including calendar management, email correspondence, travel arrangements, and meeting coordination.
- Prepare and document Board meetings and papers.

HR Support:

- Assist with the recruitment process by coordinating interviews, scheduling candidate meetings, and maintaining applicant records.
- Support employee onboarding and offboarding processes, including preparing documentation and arranging orientation sessions.
- Maintain employee records and ensure compliance with HR policies and regulations.
- Managing the team leave calendar, requests and documenting team absences

Financial Administration:

- Assist with basic accounting tasks such as invoicing, expense tracking, processing payments, and tracking of spend

Event Coordination/Support:

- Support company events, meetings, and conferences, including catering arrangements and logistical coordination.

Other:

- Cover basic essential duties in the absence of other staff
- Any other reasonable duties as may be required by the Chief Executive



PERSON SPECIFICATION:

We value diversity and the role it plays in a positive workplace culture. We wish to continue to broaden the diversity of our team and welcome candidates who can contribute greater diversity of representation and thinking, including Black, Asian, and ethnically diverse people, LGBTQ+ people, people with disabilities, and those with experience of socio-economic disadvantage.

Essential:

- A minimum of 3 years' relevant experience working in a similar role.
- Experience in the delivery of a diverse range of administrative tasks.
- Ability to work to deadlines and to prioritise and manage a diverse workload and a number of projects simultaneously and efficiently with a minimum of supervision.
- Excellent communication skills – both written and oral.
- Excellent interpersonal skills, with the ability to work with a wide range of people and with a friendly, helpful manner.
- Positive attitude and ability to establish good working relationships with colleagues at all levels.
- Knowledge of basic financial administration
- Excellent IT skills including Microsoft Office, with the ability to troubleshoot issues.
- Attention to detail.
- Highly organised and efficient with strong organisational, multitasking and attention to details skills
- Enthusiasm for the work of the organisation and the ability to engender enthusiasm and commitment in others.
- Willingness to work flexibly from time to time in order to meet deadlines and assist with events.

Desirable:

- Experience of working in the cultural and/or charitable sector.

- Experience using project management/planning systems
- Experience in HR and finance processes

POSITION DETAILS:

Type: Part-Time; equivalent to 20 hours per week

Term: Permanent

Salary: Up to £30,000 (Pro rota) depending on experience

APPLICATION PROCESS:

To apply for this role, please send a copy of your CV along with a covering letter expressing your interest in the position to gemma@portsmouthcreates.co.uk.

Application Deadline: Wednesday 19th June 2024

Interview Dates: w/c 1st July 2024

Interviews will be conducted in person.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



portsmouthcreates.co.uk



[portsmouthcreates](https://portsmouthcreates.co.uk)



[portsmouthcreates](https://portsmouthcreates.co.uk)



[PortsCreates](https://portsmouthcreates.co.uk)



[Portsmouth-creates-cic](https://portsmouthcreates.co.uk)