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**VACANCY**

**Office Manager**

#### Salary between £28,000 and £32,000 dependant on the expertise and experience the successful candidate brings to the job.

**The Institute**

The Institute for Employment Studies (IES) is an independent, apolitical, centre of research and consultancy in employment policy and human resource issues. We work closely with employers in the manufacturing, service and public sectors, government departments, agencies, and professional and employee bodies. Based in Brighton, the Institute is a not-for-profit organisation (company limited by guarantee) and a registered charity with around 60 multidisciplinary staff. Our turnover is in the region of £3 million a year.

**The role**

The Office Manager is a key role assisting the Director of Finance and Resources, in the delivery of a high quality and continuously improving service.

The post is part-time (21 hours per week) with a minimum expectation of working in the office between Tuesday and Thursday.

**Office and IT responsibilities**

* To create and maintain a professional and efficient office environment.
* Support IES staff as needed with IT issues – prioritise and escalate issues with Third Party IT Provider, maintain snagging list to recognise common/repeating issues, and provide staff training as needed.
* To source, manage and maintain all IES equipment and be the main point of contact for staff equipment queries.
* To take responsibility for all day-to-day issues within the office and facilities management including facilitating meetings and assisting remote workers, liaising with the managing agents, contractors and other visitors.
* Take responsibility for IES health and safety compliance, DSE assessments, office induction and equipment set up.
* Be an active member of internal working groups (e.g. Knowledge Management) and act as owner or lead where required.

**Administrative Support**

* To provide Finance, HR and general office admin assistance
* To work with the Director of Finance and Resources to ensure IES’s policies and procedures are kept up to date and communicated effectively in line with organisational developments and changes in legislation, advocating a best practice approach wherever possible and provide staff training as needed
* Assist the Director Finance and Resources with monitoring IT and data protection compliance throughout the organisation, ensuring secure data storage, transfers, archiving and deletion
* Assist with Director Finance and Resources with Board meeting administration, arranging meetings, helping draft board papers and taking minutes,
* Assist with provision of IT and Finance information for Tender applications
* Assist Director Finance and Resources with improvements in, and ongoing maintenance of relevant areas of IES Intranet
* To manage and maintain the IES Forward Utilisation file and process
* To manage the IES Consultant process, sending out consultant packs, gathering forms and contracts and populating and updating consultant spreadsheet
* Negotiate contracts with suppliers and the lease holder where required.
* Undertake reasonable additional tasks as required.

**Person Specification**

**Job-related knowledge, skills and abilities**

The successful candidate will have:

* Good organisational skills; able to identify all key steps and resources needed to complete a task.
* Good knowledge and understanding of IT systems.
* Experience of and ability to use Microsoft Outlook, Word, Excel, SharePoint and PowerPoint.
* Excellent use of English and ability to proofread, write and update IES policy documents.
* Experience of working in a service department, of clarifying requirements and expectations when delivering a service and of ensuring that service users are kept informed of any issues that may affect delivery to the agreed deadline.
* Reliable and adaptable, able to respond to changing priorities.
* Able to work on own initiative with accuracy and attention to detail.
* Prepared to suggest improvements to current ways of doing things.
* The ability to work effectively with a wide range of people at the Institute and our partners/suppliers.

**Qualifications**

Qualifications in, or experience of administrative work and basic IT support within an office environment

Working at IES

We support flexible working and will consider applications from candidates seeking to work flexibly or part-time. The post will be based in our office in central Brighton, although we work in a hybrid way.

**Salary:** £28,000 and £32,000 (full time equivalent) depending on skills and experience.

**To view our full range of benefits, please see the IES benefits guide.**

IES offers a friendly workplace culture and has an active social committee. Brighton and the surrounding areas offer a superb location in which to live with easy access to the sea, countryside, and plenty of culture and nightlife. Brighton is close to Gatwick airport (30 mins), London (1 hour) and France (2.5 hours).

Our research and practice are guided by our values and our staff act in accordance with these. Our values centre on: respecting others, acting with integrity, collaboration, curiosity, excellence and compassion. You can learn more about what it’s like to work at IES by looking at our [Glassdoor](https://www.glassdoor.co.uk/Overview/Working-at-institute-for-employment-studies-EI_IE1392517.11,43.htm) profile.

IES holds a sponsor licence however, due to recent changes in immigration laws and regulations, we are unable to provide sponsorship for skilled worker visas for this role. Please note that this limitation only applies to visa sponsorship for skilled worker categories. If you currently have the right to work under a different visa category, we encourage you to apply and indicate your immigration status accordingly.

The Institute for Employment Studies is a registered charity (no. 258390). IES seeks to be an equal opportunities employer.

How to apply

Candidates should submit a full CV with a covering letter explaining their interest in the post and highlighting how they meet the criteria.

Please apply via [CharityJob](https://www.charityjob.co.uk/jobs/institute-for-employment-studies/office-manager/1012013?tsId=2).

Closing date for applications: **Monday 14th April 2025.**

Because of the nature of our work, appointments will be subject to a report from the Disclosure and Barring Service (DBS) or Disclosure Scotland.

The Institute for Employment Studies seeks to be an equal opportunities employer. We actively seek to improve the diversity of our workforce and welcome applications from all under-represented communities and groups. We are particularly keen to attract candidates from ethnic minority groups given their under-representation within applied social research.

We are a Disability Confident Employer and are happy to make adjustments to accommodate the individual requirements of candidates with disabilities.

The Institute for Employment Studies encourages career development at all ages. Join us and work for an employer that values your experience. #AgeFriendlyEmployer

We are committed to supporting our staff at every stage of their career. That’s why we have signed up to the Menopause Workplace Pledge. Find out more about this campaign from the charity [Wellbeing of Women](https://www.facebook.com/wellbeingofwmen).

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