

Office Manager

Recruitment Pack

Contents

Contents.....	2
1. Your Application	3
2. Welcome from Dave Neilson, Chief Executive	4
3. About Fusion21.....	5
4. Job Description & Person Specification.....	6
5. Organisation Structure	10
6. Recruitment Process.....	12

1. Your Application

Dear applicant,

Thank you for your interest in the position of Office Manager.

On the following pages you will find all the information you need to apply for this role, along with information about the recruitment process and key dates.

To apply for this role you should submit the following by the deadline stated:

- **A covering letter or supporting statement** explaining why you are interested in the role and in working for Fusion21. This should outline why you believe you are a good candidate for the post and how you meet the requirements set out in the person specification. This should be no longer than two pages of A4 in length.
- **An up to date CV** which clearly outlines your career history and major accomplishments. This should be no longer than three pages of A4.
- **A declaration form** which should be completed, although the equalities section is not mandatory. You should also state on this form if you cannot make any of the interview dates indicated in the pack.

All applications should be submitted via the website link:

<https://www.fusion21.co.uk/about-us/careers/> with the role you are applying for clearly marked in the subject heading. You should receive confirmation that your application has been received within 24 hours, however if you do not receive a notification please contact us on 0845 308 2321.

Note that the deadline for applications is **always 12 noon on the closing day**, and applications submitted after this time will not be considered.

Within this pack you will find all the details of who to contact for an informal discussion, but if you want to speak to me directly, then I can be contacted on 0151 481 3013.

Yours,



Mark Chadwick
Director of Business Services
Fusion21 Ltd

2. Welcome from Dave Neilson, Chief Executive

Dear applicant,

I'm delighted that you are interested in applying for the role of Office Manager with us at Fusion21. I hope you find this pack helpful with your application.

Our business is all about making a real impact, and we remain committed to supporting our valued members by bringing genuine cashable cost efficiencies to public sector work programmes, and working in partnership to make a measurable difference within local communities

There couldn't be a better time to join us – as we focus on maintaining a strong commercial offer that supports the development of our business growth strategy, whilst maintaining our existing customers.

The role of Office Manager will play a key part in how we develop Fusion21 going forward as we continue to expand.

There are many benefits to joining our dedicated and talented team - some of which include working for Investors in People Gold organisation, which places our employees at the heart of everything we do. All of our employees have access to our learning and development offer – including studying for Chartered Institute of Procurement & Supply (CIPS) qualifications – and it remains our priority to support all staff to excel and extend their capabilities.

Passionate about delivering sustainable procurement and delivering social impact, we're proud to have won 'Best Contribution to the Reputation of Procurement' category at the prestigious Chartered Institute of Procurement Supply Management Awards 2016 and subsequently have become a CIPS Knowledge Partner, regularly sharing our procurement expertise on the topic of delivering public sector efficiencies.

I hope after considering the information in this pack, you continue with your application.

Yours,



Dave Neilson
Chief Executive
Fusion21 Ltd

3. About Fusion21

Our mission is simple: to help our members make a real impact in the public and social sectors.

Whether that means delivering bottom-line savings on goods and services with our procurement frameworks or supporting the incredible work done in your local communities, we're here to help our members achieve great outcomes and deliver social value on every project.

We provide fully compliant procurement frameworks for property, construction and the built environment, alongside community regeneration services designed to help tackle some of the biggest challenges facing people across the UK.

Active nationwide, we're proud to consistently win awards for our achievements in procurement and social value.

Key statistics:

- **500+** public sector members operating in the education, blue light, health, and social housing sectors – including local authorities;
- Saving members as much as **30%** on market prices with our frameworks.

To date we've:

- Saved our members more than **£197m** with fully compliant procurement frameworks.
- Generated more than **£78 million** of community impact;
- Created more than **5,200 jobs**.

4. Job Description & Person Specification

JOB TITLE: Office Manager

RESPONSIBLE TO: Financial Controller

SALARY: £27,000 - £30,000 p.a.

ROLE OVERVIEW

The Office Manager is responsible for the effective running of the back office corporate functions and front of house services for Fusion21. Reporting to the Financial Controller, the role will manage and coordinate key operational activity and liaise with 3rd party suppliers and consultants.

Principal Accountabilities

This is not a comprehensive list of all the tasks that may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken and is subject to regular review. The post holder is also expected to carry out other duties which are broadly consistent with the role as identified below.

Front of house

1. provide line management and direction to the front of house team, covering reception duties, including answering incoming calls and scheduling appointments.
2. Follows up on phone calls and contacts as appropriate.
3. Answers general emails and postal correspondence with customers and suppliers, book meeting rooms as required.

Building management

4. Ensure all Fusion21 buildings are effectively managed and controlled (including properties owned and managed by Fusion21 Group).
5. Negotiates and manages office insurance contracts.

Executive Support

6. Provide support to the executive for meeting and diary management, board liaison and administration.
7. Arranges travel and accommodation plans for executives when required.
8. Prepares weekly and monthly reports for the directors.
9. Provides administrative support for the directors as needed.

HR

10. Provide HR administration support to the HR Consultant and Line Managers
11. Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
12. Participate in HR projects

IT

13. Contract management of the IT services contract(s) and coordinate IT purchasing
14. Organises and audits the company's systems, databases, and procedures
15. Coordinate with IT department on all office equipment

Health and Safety

16. Ensure effective health and safety of back-office functions
17. Manages health and safety as well as fire regulations within the office
18. Maintain a safe and secure working environment

Additional/Adhoc duties:

- Creates budgets and orders office supplies
- Files and archives accurate records
- Contacts suppliers
- Manages office subscriptions to magazines and online resources
- Monitors training material and confirms it's all up to date
- Negotiates new supplier accounts and contracts
- Manages the customer complaint procedure
- May take care of payroll procedures and process customer orders

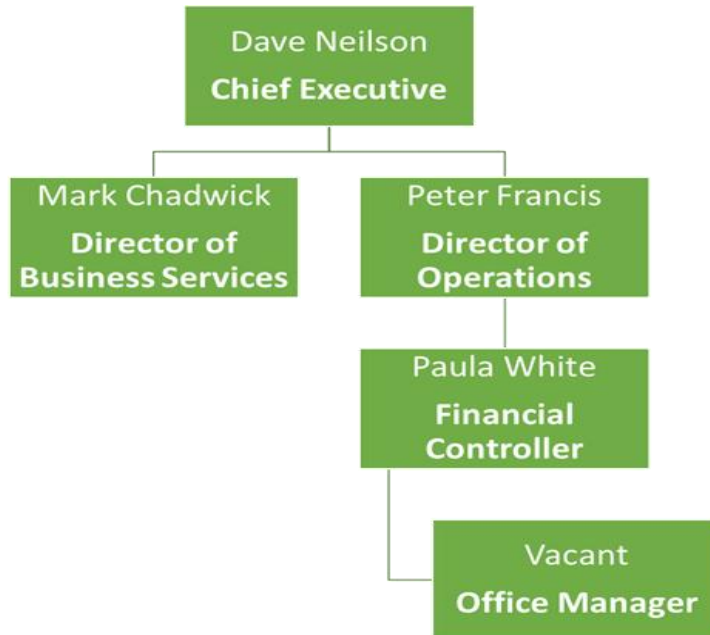
In addition, the postholder will undertake any other reasonable activities deemed appropriate to support the delivery of the strategic objectives of Fusion21.

PERSON SPECIFICATION

Person Specification		
Factor	Essential	Desirable
Qualifications		
5 GCSEs at grade A – D (or equivalent)	X	
Bachelor degree or equivalent		X
Relevant experience		
Prior Office Management experience	X	
Aptitude, skills and abilities		
Excellent negotiation skills	X	
Good problem-solving skills	X	
Ability to build rapport	X	
Ability to motivate and lead	X	
Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint	X	

Personal attributes		
Tenacity	X	
Passion	X	
Organisational Skills	X	
Professional Telephone Manner	X	
Communication Skills both written and verbal	X	
Disposition		
Positive attitude	X	
Ability to perform under pressure	X	
Ability to maintain strict confidentiality	X	

5. Organisation Structure



Closing date: 9th August 2021

Assessments and interviews will be held week commencing 9th August 2021

Interested?

For further discussion, please contact Charlotte Simister, HR Hiring Lead Tel 0151 347 8392

Fusion21 offers a generous employee benefits package which includes: working for an Investors in People Gold organisation, company pension scheme, cash healthcare plan, kiddi vouchers, cycle to work scheme and access to Perkbox.

Click [here](#) to read more about the role and the other benefits of working for us!

6. Recruitment Process

The following timescales apply to the role of Office Manager:

Closing Date
9 th August 2021

Assessment and Interviews
TBC

Second Interviews
TBC



0845 308 2321



fusion21.co.uk



info@fusion21.co.uk



[@Fusion21SocEnt](https://twitter.com/Fusion21SocEnt)