

JOB DESCRIPTION

Job Title	Office/Development Manager
Reporting to	CEO
Salary	£25,000 - £29,000
Benefits	25 days annual leave, Stakeholder pension
Location	Central London

The objective is to support and promote the work of Wikimedia UK which includes Wikipedia and other open content.

To do this, the Office/development manager will need to:

- Support the CEO in Professionalising the organization. This will include managing office space and its facilities.
- Support and encourage the participation of volunteers in the activities of Wikimedia UK.
- Assist with HR admin and recruitment of new team
- Build a relationship of trust with the board and the broader Wikimedia community
- Manage the financial systems, and budget control and planning for Wikimedia UK.

Key responsibilities

Management duties

- Should carry out the duties of Company Secretary
- Attend board meetings and provide timely and accurate minutes of the meetings
- Work with the CEO to assist the Charity's auditors to prepare the annual accounts
- To manage the recruitment and induction of permanent and temporary staff and interns.
- Report to the CEO and treasurer on the financial management of Wikimedia UK, ensuring that expenditure is controlled in line with budgets
- Prepare regular, publically available, reports to the CEO and board with the support of the Treasurer on the financial status of the charity and ensure these are openly available
- Develop and implement effective systems and processes to ensure Wikimedia UK's efficiency and effectiveness is optimized
- Handle all documentation regarding donations, their receipt and acknowledgment and manage the donor database. Ensure donor enquiries are properly handled.
- Encourage and promote the involvement of volunteers and ensure that volunteers are provided with opportunities to support and participate in the organisation
- Support the CEO in ensuring that there is effective risk management throughout the organization
- Support the CEO in ensuring that Wikimedia UK acts within all relevant statutory and contractual obligations, including those set by the Charity Commission, Companies House and the Wikimedia Foundation
- Maintaining the content and community facilitation of related wikis.

Project Management

- Support the CEO in developing an improved package of benefits for members
- Manage payroll, travel and expenses for staff, trustees and volunteers
- Monitor the delivery and financial security of Wikimedia UK's projects
- Ensure Health and Safety and Insurance matters are in order for all staff, volunteers and visitors
- Support the development of new projects

PERSON SPECIFICATION Experience

- Proven experience of office and business management in a comparable environment
- An understanding of the charity and not-for-profit sector (desirable)
- Experience of working effectively with a team of volunteers
- Experience of working in a charitable or not-for-profit environment (desirable)
- Track record in strong financial administration and of achieving sustainable growth

Knowledge, Skills and Abilities

- Passionate about the aims and values of Wikimedia UK
- The energy to support the CEO in growing an organisation from its earliest stages; vision, innovation, strategic thinking
- Good people management skills, with the ability to involve and inspire volunteers working remotely over geographically dispersed locations
- Excellent software skills, including word-processing, spreadsheets, internet procedures, and database applications.
- Knowledge of Sage or ability to learn quickly
- Excellent project management abilities
- Flexible approach, with the capability to be a team player in a high-growth start-up environment, and identify and manage opportunities and risk
- Logical, clear thinking, diplomatic and patient approach
- Understanding of working with and managing volunteers; the ability to learn quickly and integrate within the Wikimedia community
- Ability to work flexible hours and locations as required
- Undertake training as required.
- An understanding of internet technologies, in particular wikis
- An understanding of the culture and policies of Wikimedia communities
- Knowledge of other languages (desirable)