#### 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 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)