

Job Information Pack

Office Co-Ordinator

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About Wirral CVS

Wirral CVS has been set up by and for Wirral's Voluntary, Community, Faith and Social Enterprise (VCFSE) sector.

The sector's collective response to the Covid-19 pandemic helped to shape the co-production of our Coming Together Strategy, a sector-led plan that will inform the way in which all parts of our sector contribute to and add value to life in Wirral.

Wirral is an incredible place with a wealth of assets across and within our communities. Sadly however, we know only too well of the extreme health inequalities that still exist within our Borough, making the work of our VCFSE colleagues even more essential than ever before.

As our sector continues to navigate its way out of the impact of Covid-19, and through the cost-of-living crisis, it is critical that we are able to support groups and organisations to not just survive but to thrive. As the newly-emerging health structures further embed, the opportunities for our sector to play a front and centre role in shaping the way in services are developed and delivered in the future will be significant.

Our Vision

"A strong, vibrant and resilient Voluntary, Community, Faith and Social Enterprise sector that leads positive and impactful changes in Wirral"

Our Mission

"To be an organisation designed, developed and grown by its members to support the Voluntary, Community, Faith and Social Enterprise sector in Wirral"

The next phase in our development is to recruit a team of passionate, knowledgeable, energetic and committed people to ensure that we can deliver the four pillars of our work:

- Leadership & Advocacy
- Partnerships & Collaboration
- Capacity Building
- Volunteering



How To Apply

Send us a **CV and a Personal Statement** demonstrating why you believe you are the perfect candidate.

You should use the **Person Specification** to write a personal statement that helps us understand the knowledge, skills, experience and attitudes you would bring.

As an organisation we believe in equality, diversity, inclusion and personal development. If you don't meet all of the criteria but you still believe you would be great in this role, tell us why and what you would need to succeed.

When complete, applications should be emailed to recruitment@wcvs.org.uk

Shortlisted candidates will be invited to a formal interview – further instructions will be given in advance.

For further information at any point during the recruitment process, please email info@wcvs.org.uk and a member of the team will endeavour to answer your query.

We look forward to reading your application, good luck!

Role Description

Role Title:	Office Co-ordinator
Location:	Birkenhead
Hours	37.5 per week
Terms:	Permanent
Salary:	£29,314 + 3% workplace pension
Reporting To:	Chief Executive

Role Purpose

The Office Co-ordinator is a crucial member of the CVS team working closely with the Chief Executive and senior leadership team to support and manage day to day office operations enabling consistency in reporting, messaging and quality

Main Tasks

- a. Support the development of an efficient organisation without compromising the charity's mission and purpose.
- b. Provide administrative support to various departments within the charity, including maintaining office supplies, and coordinating meetings and events.
- c. Develop and maintain organised and efficient systems to support the operations of the charity.
- d. Managing meetings including recording and distributing minutes etc
- e. Support the preparation of reports, statements, and forecasts for internal and external stakeholders.
- f. Accurately processing invoices, payments, and expense reimbursements in a timely manner.


Person Specification

Knowledge	Essential	Desirable
Knowledge of office management procedures, record-keeping, and documentation practices.	X	
Understanding basic accounting principles and familiarity with accounting practices, and reporting requirements.		X
Understanding of grant application processes, compliance, and reporting for funding opportunities.		X

Skills	Essential	Desirable
Accurate data entry, record-keeping, and financial documentation.	X	
Ability to effectively communicate with a range of people.	X	
Efficiently manage multiple tasks and meet deadlines in a fast-paced environment.	X	
Skilled in using the Microsoft Office Suite for a range of purposes		X
Ability to work effectively with a range of people both internally and externally	X	

Experience	Essential	Desirable
Experience of a range of administrative tasks	X	
Experience working in or with nonprofit organisations, understanding their unique financial challenges.		X
Handling grant applications, compliance, and reporting processes.		X
Experience using accounting software and other financial management tools.		X

Attitudes	Essential	Desirable
Demonstrating honesty and integrity in all actions.	X	
Willingness to learn and adapt to changing financial regulations, software, and organisational needs.	X	



Working effectively with colleagues from diverse backgrounds and roles	X	
Positive attitude toward identifying and solving problems and, where possible, preventing them	X	
Taking ownership of tasks, seeking improvement, and proactive in fulfilling responsibilities and personal development	X	