



RENEWEL
RENEW EAST LONDON

**Job description
Office Manager**

About us

Renew East London (RenewEL) is a not-for-profit social enterprise with two streams of activity; Landscape Gardening and Cleaning services.

The first stream provides garden design, installation, maintenance, and management of gardens, primarily in East London, and at times further afield. The second stream is providing cleaning services for Guest Houses and Airbnb properties again primarily in East London.

RenewEL provides employment in the gardening and cleaning industry for homeless or former homeless individuals, those suffering with addiction, mental illness, ex-offenders and the long-term unemployed.

Our aim is to work with people on a short-term (3 month) and longer-term (2 year) basis, to give trainees purpose and belonging, as well as training appropriate to the fields that they're working in. Through the programme we aim to build the individuals confidence and skills, whilst helping them learn to be better at teamwork and give them a sense of purpose thus raising their self-esteem.

RenewEL is a Christian ethos organisation. It is Christ-centred. Values individuals. Is inclusive, valuing the role and contribution of everyone, and approaching everything with integrity. We recognise that only Jesus can transform lives and therefore we rely solely on him.

The need

To fulfil the growth of the business we are looking to appoint an **Office Manager** to ensure the smooth functioning of business and to work alongside Rachel, our Founder and Creative Director and John, our Maintenance Manager, Liam and Darren our Site and Operations Managers and our newly appointed Cleaning Manager.

If you are an organiser, are proactive and enjoy multi-tasking, seeing a project run smoothly and in budget; have a passion for seeing projects marketed well for a wider audience and have an eye for detail?

Would you like to work in a small organisation, led by faith in Jesus with prayer and compassion at the heart of what we do?

If so, then RenewEL might be just the place for you!

The offer

- 15 hours per week,
- A salary of £12,000+ depending on experience,
- 28 days holiday pro rata,
- The opportunity to input and develop a small independent growing social enterprise.
- Flexible working hours, and an opportunity for remote working.



The role: Office Manger

This role will report into Rachel, Director and Founder of RenewEL.

Roles and responsibilities will include:

Finances

- To use Quickbooks and categorise transactions and invoices.
- To email payslips to the team each week.
- To calculate expenses for team members and advise what to be paid to each person weekly.

Ordering

- To ensure all materials are ordered and delivered to the site on the day and time required and ensure in budget or advise if over budget.
- To use project management software, Asana and Slack, be cognisant of the upcoming projects and ready to place orders when needed.
- To communicate with the team when deliveries will arrive on site and chase up late or early deliveries and arrange who on site to accept the delivery.
- To have a good rapport with suppliers to ensure deliveries can be placed quickly if needed.

Sales and Marketing

- To run the social pages including instagram, facebook, linkedin and twitter and prepare content for publishing.
- To photograph built projects once completed for marketing purposes and update these on our website and social media channels.
- To develop the website content, photographs, text and video footage; to update the website with an external consultant reviewing content with the team before publishing live.
- To prepare marketing and sales strategy with Rachel and implement it.



Administration

- To be proficient in Microsoft office, including excel and word.
- To log timesheets for yourself and all zero hours staff to log holiday accrued by each worker and to manage and record the holiday taken for all staff throughout the year.
- To assist Rachel in preparing fees and quotes, grants and researching grant providers.
- To prepare policies and update annually.
- Any other tasks that may be necessary for the daily running of the business.

General

- To have cognisance of the RenewEL policies, work in accordance with them and input into their development.
- To be a positive influence in attitude, actions and words and provide encouragement to volunteers and team members.
- To use initiative and advise when improvements and time saving practices can be implemented.
- To encourage volunteers and workers to pray, walk towards Jesus and share his love with those you work alongside.
- To be open and honest and able to communicate issues either at the workshop or site with the team to enable transparency between workers and the team; this will allow any issues to be recognised early and dealt with promptly.

To apply

If you are interested in applying for the post please send your CV and a covering letter explaining why you would like the role and highlighting the skills and experience that you would bring. Please send to Rachel@reneweastlondon.com. We look forward to reading your application.

The application deadline has been extended to Midday Friday 14th October 2022.

Contact

Please contact Rachel e-mail Rachel@reneweastlondon.com, telephone 07426 876 835 if you have any queries regarding the role.