**Job Title:** Office Manager

**Hours:**Part-time, average 10 hours per week over 2 or 3 days to be agreed on recruitment

**Fixed Term Contract:** 6 months with possibility of extension

**Salary:**£10 per hour

**Line Manager:** TCWF Programme Manager

**For more information:** Contact Liz at [liz@tcwfoundation.org.uk](mailto:liz@tcwfoundation.org.uk) (until 30th July) or Giles at [giles@tcwfoundation.org.uk](mailto:giles@tcwfoundation.org.uk) (from 30th July)

**Deadline for applications:** Thursday 12th August 2021

We’re The Colour Works Foundation, a local charity based in Bournemouth that supports young people through our Building Self Belief programme. We use our own colour profiling system with young people to raise their self-awareness and relationship building skills. We identify and celebrate their strengths. We give them tools to develop their own emotional resilience and confidence in communication ongoing.

As our small Charity grows, we are looking to recruit a part time Office Manager who can manage all our administrative and back-office work in order to support our Course Deliverers to be able to work with more young people.

About you

You will ideally have previous administrative experience and a good knowledge of Microsoft systems including SharePoint and MS Teams. We would also like you to manage our volunteering programme through recruiting, onboarding, supporting and championing our volunteers. We would also love you to have a passion for supporting the young people we work with, many of whom are socially disadvantaged, have poor mental health or lack aspirations for their future.

Although we are anticipating that this role will be about 10hrs per week this will be dependent on the number of courses we are delivering at any one time. This means we are looking for someone who can offer flexibility in their working week. The hours will be spread across 2 or 3 days.

We are currently exploring office locations in the Bournemouth area and would anticipate that this role is office based although may require home working as well.

For a copy of the role description and job advert please go to our website [www.tcwfoundation.org.uk/jobs](http://www.tcwfoundation.org.uk/jobs)