



UK Children's Charity

JOB DESCRIPTION

JOB DETAILS

Post Title: Office Manager

Reports to: Camp Director

Base: Ockbrook

Hours: 35 hours per week (Monday-Friday)

Salary: £32,000 per annum

Main Purpose: The purpose of the Office Manager is to ensure that the office operates smoothly and efficiently. The Office Manager is responsible for overseeing the daily operations and efficient functioning of OTWC office environment. This role involves a blend of administrative, managerial, and organisational skills to ensure that the office runs smoothly and effectively.

Main Duties and Responsibilities:

- **Administrative Oversight:** Supervise daily office operations
- **Room booking and preparation:** Sole point of contact for room booking and responsible for preparation (layout, food, beverages etc)
- **Receive and host visitors:** direct visitors to the correct rooms and notify staff that visitors have arrived
- **Office equipment:** ensure all staff have the necessary equipment and IT equipment is logged and updated as necessary
- **New starters office equipment:** ensuring that all new starters have the correct office equipment and either arranging for items to be sent to their home address or ready on site for their first day
- **Mail:** receive and send mail ensuring financial standard compliance
- **Policies:** ensure compliance with office policies

OVER THE WALL CAMP

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- **Attendance on site:** ensuring that all staff have signed out when they leave the premises. Where appropriate, contacting staff to confirm that they have left the site
- **Visitors:** ensure visitors are signed in and out and check system log daily
- **Office access and security:** ensure the office is open and securely closed when required
- **Communication:** Act as a point of contact for staff, and visitors; handle correspondence
- **OTWC Records:** Maintain camper/volunteer records, and reporting systems
- **Support to Leadership:** Provide clerical and organisational support to OTWC leadership team
- **Office Hygiene:** Manage the office facility, ensuring it is safe, clean and tidy at all times
- **Health & Safety:** Oversee the OTWC Health & Safety policies managing fire warden and emergency first aid procedures
- **Manage office supplies:** Liaise with the suppliers of all office resources, equipment and services to maintain effective support facilities
- **Relationship:** Strong working relationship with the Estates/Facilities Manager to ensure an overall smooth running of the site and awareness of what is going on across both of the responsibilities

PERSON SPECIFICATION

- Previous experience in a stand-alone Office Manager role or similar role is essential
- Experience in a varied environment and dealing with different levels of stakeholders
- Flexibility and ability to think outside of the box. This is a new role at the Ockbrook site and there will be a level of getting stuck into different elements of the work and scoping out new areas of the Office Management role.
- Management experience is ideal



If you are interested in this role and would like to apply, please email a copy of your CV and cover letter to recruitment@otw.org.uk.

Closing Date: 7th January 2026.