

**Office Manager
Leeds Older People's Forum**

Salary: Scale 6: SCP 18-22 (currently £25,419 - £27,514)

Permanent post subject to funding

35 Hours per week (job share requests will be considered)

Location: Varied (a mixture of working from home and working from the LOPF office at LS3 1AB)

Closing date: 10am Monday 11th July 2022

Role Overview

The Office Manager will support the core work Leeds Older People's Forum (LOPF) and also support a variety of programmes led by LOPF. Currently, two of our larger programmes are:

[Travel Connections](#): This one year, 'test and learn' programme has been awarded a grant through the Department for Transport's 'Tackling Loneliness with Transport' fund. The aim is to explore how the vast network of existing transport resources in Leeds can be better used to reduce loneliness for older people. Travel Connections will run until 31 May 2023.

[Enhance](#): Leeds Older People's Forum is leading on Enhance on behalf of the Forum Central Partnership in partnership with Leeds Community Healthcare Trust. This programme supports safe and sustainable discharge from hospital and neighbourhood teams into a secure home environment. Enhance links Neighbourhood Teams with third sector organisations across Leeds to enhance capacity in both sectors, enabling people to receive a range of support at home to help them stay well. Enhance will run until 31 March 2023 unless continuation funding is secured.

Leeds Older People's Forum

Leeds Older People's Forum (LOPF) exists to promote the wellbeing of older people. We're a network of 90+ third sector organisations working to ensure older people have the opportunities, freedom and support to live the life they want. LOPF has equality and diversity at its heart and a real focus on co-production.

What's involved?

You'll enable efficient delivery of our work by providing a full range of administrative support to the management and staff team. You'll find ways to improve efficiency and collaboration and identify possible improvements to LOPF's administrative systems. With support of the management and team, you'll implement changes as required. You'll help LOPF to promote our work, our learning and achievements to the wider community.

You'll have line management responsibility for an Administrative Assistant to provide support for your duties. Your focus will be on supporting the governance, finance, programme monitoring and evaluation of the various programmes.

Skills and experience

As LOPF's Office Manager you'll have proven experience in a similar role and experience of managing a variety of IT systems and collaborative online tools. You will have strong organisational skills with a problem-solving attitude and you'll be motivated to streamline LOPF's administrative processes.

You'll have excellent attention to detail and the ability to work proactively, accurately and efficiently. taking responsibility for your own workload.

How to apply: The application pack can be downloaded from our website: www.opforum.org.uk/get-involved/work-with-us/ Please complete and return by the deadline.

Closing date: 10am Monday 11th July 2022

Interviews: week commencing 18 July 2022