JOB DESCRIPTION

Title:	**Sixty-One Projects and Office Manager**
Reports to:	Chief Executive Officer (CEO) / Board of Trustees (where applicable)
Regular Liaison with:	The CEO, MM Manager and The Team
Based at:	St Agnes Church, Thomas Street, St Pauls, Bristol, BS2 9LL
Sixty-One:	Sixty-One's object is to help people with a criminal conviction lead meaningful, crime-free lives. Inspired by verses from Isaiah 61 (from which we take our name) - we do this by offering practical love, relational support and creating community for those on the margins – irrespective of whether they have or are of a different faith. We also seek to inspire, enable and equip churches and others to participate in this work. We do not seek to convert anyone.
Job Purpose:	To manage Sixty-One's projects, as well as the charity's finance, human resources, administration, facilities, and communications
Job Focus:	You will manage day-to-day financial processing, handle core HR tasks, oversee office operations and procedures as well as managing seasonal projects. The successful candidate will be experienced in managing operational processes and procedures, with good financial experience, and willing to be hands-on in a small charity.
Our values:	Candidates are welcome irrespective of their faith background. However, the successful candidate will need to be sympathetic to our values as an organisation and to be willing to work closely with and inspire Christian congregations who support our work.

Tasks:

1) Finance Management & Reporting

a. Bookkeeping & Financial Reporting: Monitor bank balances, perform monthly bank reconciliations in Xero, produce monthly management accounts, track & record income and prepare financial reports for the CEO, Fundraiser, and Board of Trustees
b. Accounts Payable & Receivable: Process all invoices, staff expenses, and general payments
c. Annual Accounts & Audit: Gather financial data, claim HMRC Gift Aid, and liaise with accountants and the Finance Trustee for year-end reporting
d. Payroll & Pensions: Handle monthly payroll processing, issue P45s and P60s, generate payslips, enrol staff into pension schemes
e. Compliance: Stay up to date with relevant HMRC updates (Employers Bi-Monthly Bulletin) and GDPR requirements, act as the organisation's Data Protection Officer

2) HR & Personnel Administration

a. Recruitment & Onboarding: Support recruitment processes, complete DBS and ID checks, handle office inductions, and issue employment contracts/documents
b. Records Management: Track and record employee sickness, Statutory Sick Pay (SSP), annual leave, TOIL, maternity/paternity pay, and driving insurance docs
c. Staff Support & Training: Book and record staff training sessions and update insurance policies
d. Policy Compliance: Work with the CEO to ensure employment policies, HR processes, and legal obligations are kept up to date

3) Sixty-One Projects & Communications

a. Sixty-One Projects: Oversee Sixty-One projects, including the Christmas Gift Bag Project, Easter Gift Bag Project, and Prisons Week Event, coordinating purchases, logistics, and administration and financial management
b. Funder & Bid Tracking: Support the CEO by tracking funding bid deadlines and managing communications with funders
c. Marketing & Comms: Assist the CEO with updating website content, producing the Sixty-One newsletter, general communications and overseeing social media content

4) General Administration & Office Operations

a. Governance Support: Take and circulate minutes for Sixty-One team meetings, track actions, and liaise with the Chair of Trustees regarding CEO expenses and leave
b. Office Maintenance: Manage incoming/outgoing post, order stationery and supplies, arrange venue bookings with local churches, maintain physical/digital files, and carry out regular IT system backups
c. Facilities Management: Manage basic office upkeep and liaise with St Agnes Church regarding building and facility issues
d. Any such other tasks relating to the job as the Sixty-One CEO or Trustees may from time to time reasonably require

Essential Person Specification

1. Solid experience in using Xero, bookkeeping, payroll, invoice processing, and financial reporting
2. Knowledge of basic HR practices, HMRC requirements, and GDPR/data protection regulations
3. Excellent attention to detail and time management, ability to prioritise tasks
4. Clear written and verbal communication skills for minute-taking and communications support
5. Proficiency in Microsoft Office suite / Google Workspace, and website content updates
6. A can-do attitude with the ability to problem-solve
7. Strongly disciplined and self-motivated
8. Mature personality
9. Willingness to get the job done and at times to work outside of normal working hours
10. Commitment to Sixty-One's Equal Opportunities Policy

11. Hands-on & versatile: Able to handle high-level financial reporting, project management and office upkeep
12. Trustworthy: Capable of maintaining strict confidentiality with sensitive financial and personnel data
13. Team Player: Proactive attitude suited to supporting a small, dedicated charity team

Desirable Person Specification

1. Experience of using Breathe HR and / or CiviCRM database software
2. Driving licence and access to a car
3. An understanding of the Criminal Justice System

TERMS AND CONDITIONS

Contract:	Sixty-One Projects and Office Manager will be employed by Sixty-One
Remuneration:	Salary: £33,500 FTE per annum (pro rata £20,100)
Hours:	22.5 hours per week
Pension:	A company pension is offered
Expenses:	All allowable and reasonable expenses in connection with work are reimbursed
Work base:	The Sixty-One office at St Agnes Church, Thomas Street, Bristol, BS2 9LL or such other location as may from time to time reasonably be required.
Accountability:	The Sixty-One Projects & Office Manager will be accountable to the CEO
Start Date:	January 2027

Sympathy with Sixty-One's Christian Ethos:

As stated in the job description, Sixty-One takes specific inspiration from Isaiah 61 to bring hope to men and women who have found themselves caught up in the criminal justice system - but it is not a faith-based organisation. Applications are welcome from candidates irrespective of their background.

The role does, however, involve a significant amount of work with churches and with mentors who are drawn from those churches, so candidates must be sympathetic to Christian values and practices. Candidates should be aware that currently the majority of the staff team are practising Christians and therefore - while there is no requirement to participate themselves, they must be comfortable with Christian practices such as prayer at the start of meetings. Members of the team may give prayerful consideration to the pairing process of mentors and mentees and, when requested to do so, pray for situations highlighted by mentors. MentorMe's training programme for churches will also include specific references to biblical themes and texts.