

ENFIELD BOROUGH OVER 50s FORUM

OFFICE AND DEVELOPMENT MANAGER - JOB DESCRIPTION

The Office and Development Manager will be required to be involved in all the different activities of the Forum in supporting and expanding a significant base of some 4000 members. The Forum undertakes a wide range of activities supporting older people in the Borough to remain independent and healthy, fostering inclusion and community cohesion and working towards reducing the numbers of older people living in poverty.

Its activities include regular meeting throughout the month in different locations; organising coach trips, social events and luncheons, walks and fitness events; communicating with members through its bimonthly newsletter and email. Other responsibilities include representing the Forum in arranging events with external partners and other events such as the Enfield Autumn Show. In undertaking many of these activities the Forum depends on a team of volunteers and the Office and Development manager plays a leading role in managing and supporting this team, particularly the membership secretary.

Many older people's organisations within the Borough are affiliated to the Forum and the Forum works on their behalf by promoting their organisations and representing their views to the Council and other decision makers within the statutory sector.

The Office and Development manager supervises an Administrative Assistant and plays an important role in organizing and supporting all of the above activities and works under the general direction of the Forum Trustees who will designate a Trustee as the line manager.

The Office and Development manager will assist the Committee as required in arranging speakers for Forum meetings and publicity and ensuring that newsletters are sent to members before each meeting. In conjunction with the chair and secretary the Development Officer will help with the drafting of agendas and see that minutes are maintained of all meetings.

The Office and Development manager will in liaison with the various action team leaders play a significant role in the future development of the Forum. The Office and Development manager will organise seminars and other public activities from time to time as decided by the Committee. The Office and Development manager is expected to be pro-active in seeking new opportunities to increase the Forum's membership and influence; be confident in speaking at Forum meetings and to other organisations in the Borough.

The position is part-time 22.5 hours per week and necessitates a flexible approach in time keeping to fit in with Forum events and meetings.

Remuneration will be pro rata based on a full time salary of £21000–25000 per annum depending on meeting the person specification. The Forum has its office at Millfield House, Silver Street, N18 1PJ.

8.1.2012