



backing local change.

POSITION DESCRIPTION

Office Manager

POSITION TYPE

Part-time 0.4FTE / 15 hours per week

REPORT TO

Chief Executive Officer (CEO)

We are looking for an Office Manager for the ygap headquarters in our centrally located Richmond office. As our Office Manager, being organised and having phenomenal administration skills is your super-power.

We are in need of an energetic professional who doesn't mind wearing multiple hats, experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision.

We offer flexibility in our working environment and hope to find the right person who will enjoy the administrative challenges of supporting an office of diverse people.

Coffee and tea facilities are on site, team outings are a regular thing and when you join the team you also join a family of passionate people living with a mission to make a difference in the world we live in.

We are growing and we can't wait to welcome you to the team!

ABOUT YGAP

Ygap is an international development not-for-profit with an innovative approach to alleviating poverty.

We back innovative impact ventures led by local people in some of the world's toughest communities.

This is the most effective and sustainable way to tackle poverty; local impact entrepreneurs deeply understand the unique challenges of their communities and are best placed to develop impactful solutions.

Ygap provides the opportunity, training, funding and the ongoing support to grow social impact ventures and lift communities out of poverty.

We work across Africa, SE Asia, the Pacific and Australia. To date, we have improved the lives of close to 600,000 people living in poverty.

OUR RECRUITMENT GUIDING PRINCIPLES

We have three guiding principles by which we approach our hiring process:

1. We embrace working remotely and flexibly: it is about the quality of work and how best to achieve this
2. We encourage applicants from all cultures, ethnicities and backgrounds.
3. We have a strong focus on diversity, inclusion, gender equity and gender equality across all our operations.

OUR VALUES

Humility

It's not about us, it's about the people we serve.

Empathy

We genuinely care about the work we do

Integrity

We work like everyone is watching

Effectiveness

We make decisions and then get things done

Innovative

We challenge assumptions, test new ideas and take smart risks

KEY SELECTION CRITERIA

Essential

1. High-level administration skills
2. Proficiency in Microsoft suite of products (word, excel, powerpoint etc)
3. Excellent written and oral communication skills
4. Ability to be adaptable, flexible, roll-up-the-sleeves to get the jobs done

Desirables

1. Previous experience as an Office Manager / Executive Assistant

KEY RESPONSIBILITIES AND DELIVERABLES

1. Supporting the CEO & CFO on high-level administration support (contract administration)
2. Support the organisation of team events & meeting administration
3. Management of ygap office administration needs
4. Other administration and office management tasks as needed

TIME COMMITMENT AND TRAVEL

The Office Manager will be based in ygap HQ in Richmond. We expect the role to be 15 hours a week. This can either be done as 2 full days or spread over the work week. We offer flexible work hours so there is an option to start late / finish early to meet other life commitments.

APPLICATION PROCESS

- Please submit a cover letter addressing "Key Selection Criteria" together with a current CV to manita.ray@ygap.org. Please include in the subject line of the email "<First Name>, Office Manager Application".
- Applications close: midnight on Friday 25th January 2019 .
- Applications will be processed and candidates interviewed as applications are received and we encourage you to apply early.