

Office Manager Role Statement

The Office Manager is responsible for the overall smooth running of the office at the Tasmanian Family History Society Inc. Hobart Branch Library and Research Centre at Bellerive.

1. Responsible for liaising with:
 - Volunteers, including the Branch Librarian
 - External suppliers
 - Cleaner
 - Landlord
 - Maintenance providers
 - Joint tenants
2. Responsible for overall security and safety of the premises
3. Coordinating and optimal utilisation of volunteer resources. This would involve being a central point of contact and continually identifying and promoting opportunities for member engagement.
4. Responsible for
 - timely management of phone calls and enquiries
 - a small number of sales enquiries; packing and posting orders.
5. Monitor and maintain office supplies, including stationary, tearoom and cleaning supplies
6. Monitor stock of publications and produce print-on-demand publications as required.
7. Report to, and be a member of, the managing branch committee.
8. Desired but optional:
to assist the smooth running of the Branch Computer Network

This is a volunteer position requiring an on-site commitment of 15 hours per week, days to be negotiated. It would suit someone over 55 on JobSeeker, wanting to replace the requirement to seek work with 15 hours of volunteer work. That satisfies Centrelink's mutual obligations requirement. The TFHS Hobart Branch is registered with Centrelink to support volunteers doing this.

Skills required:

- Organisational and interpersonal skills to work with a team of volunteers and external contacts.
- Basic IT skills including familiarity with MS Office software.
- A knowledge of, or interest in, family history would be an advantage but is not a pre-requisite.

