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 **THE POST: Office Manager Job Reference: 2019/05DPGOM**

DPG is a legal aid firm known for high profile civil liberties litigation. We do cases that we think matter and which make a difference either to groups or individuals. We have a friendly team of staff committed to the work we do and to making the firm a great place to work.

We are keen to continue to improve and are looking for someone to join our team, who will help us to do this, who is committed to our values & our aims, who can independently manage their own priorities and workload and who is constantly thinking about how things can be improved; someone who enjoys & understands the importance of team working; someone who hates unnecessary bureaucracy and is super organised, who can juggle short-term priorities of running 3 busy offices while contributing to and implementing long term strategic plans. This is a challenging and rewarding role with the opportunity to develop within the firm to a Chief Executive role, and to make a difference.

Our Office Manager works closely with the managing partner and is part of our friendly practice team. The role is based half the week in London Bridge and the other half in Islington with monthly visits to Bristol. We are aiming to move to one central London office within the next 3 years. The role may require some out of office hours.

We are committed to making DPG a great place to work and aim to retain our staff. This is a central value for us. We want to employ the best people we can, and therefore positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Likewise we are keen to encourage applications from disabled people, including using positive action measures provided for under the Equality Act 2010. If you think you may need reasonable adjustments and would like to discuss this before applying, you can speak confidentially to Louise Whitfield, a partner here who is not involved in this recruitment process; you can contact her directly at lwhitfield@dpglaw.co.uk. We will also guarantee an interview to any disabled candidate who meets the essential criteria – please complete the relevant section of the diversity questionnaire when applying. Unfortunately our current London offices are not wheelchair accessible.

Main duties and responsibilities:

This role is responsible for supervising the entire practice team who are central to the firm’s work, listening to all staff, and making sure that the firm is diverse, inclusive and collaborative organisation. The role involves making sure the administrative side of the practice runs smoothly, from Health and Safety, office procedures, external suppliers, to leading on the firm’s proposed office move, that ideas suggested by the staff and partners are taken forward, thinking about how the firm can work better, making sure that training, induction, and personnel issues are dealt with well, and dealing the day to day management of a busy firm.

Salary

Salary is £30,000 to £40,000 depending on experience.

**Person specifications**

**Essential:**

* A commitment & enthusiasm for the firm’s aims.
* Experience of supervising and managing people and an ability to encourage people to reach their potential.
* An ability to innovate – to come up with ideas that makes things work better
* An enjoyment of being busy and working smoothly under pressure.
* Excellent time management and ability to prioritise tasks
* Excellent IT skills

**Advantageous but not essential**

* Experience of managing the recruitment of new staff including preparing job packs, advertising, shortlisting and inductions.
* Experience of administering the Health and Safety side of a firm
* Experience of managing a social enterprise / charity / not for profit / legal aid solicitors firm
* Experience of managing a successful team

**How to apply**

For further details about the job please see the job description and complete all parts of the application form below and return to us by

**Email:** recruitment@dpglaw.co.uk

or

**Post:** Deighton Pierce Glynn, Att. Joel Nicholls, 8 Union Street, London SE1 1SZ

Please quote the job reference **2019/05DPGOM** in the subject line of your email.

**Closing date:** 8am 8th September 2019

Applications received after this time cannot be considered.

**Interviews:** Suitable candidates will be invited to attend a skills test and interview in the week commencing 9th September 2019.

**APPLICATION FORM**

**PLEASE RETURN BY – 8am on 8th September 2019 to** DPG Recruitment - recruitment@dpglaw.co.uk

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| **Position applied for:** |   | **Job Ref:** |  |

**Employment or volunteering history – in date order most recent first. Please mark Salary box with a “V” for any work that was voluntary/unpaid.**

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| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** | **Average Hours worked per week** | **Salary** | **Reason for leaving** |
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**Education/training – please put which school / college / other institution you attended**

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| **Secondary education:** | **Qualifications & grade:** |
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| **Higher education:** | **Date completed:** | **Qualifications & grade:** |
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| **Vocational Training:** | **Date completed:** | **Qualifications & grade:** |
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| **Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):** |
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| **Are you undertaking any course of study at present? (if so, please give details)** |
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| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** |
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**It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.**

**WHY YOU FULFIL THE CRITERIA**

**Please answer each section with no more than 100 words.**

**Please say why you think you satisfy each of the criteria below in turn, giving examples that will demonstrate this where possible. Any experience to which you refer may have been gained in paid employment, voluntary or campaigning work, life experience and/or special interests relevant to the post.**

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| * A commitment & enthusiasm for the firm’s aims
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| * Experience of supervising and managing people and an ability to encourage people to reach their potential
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| * An ability to innovate – to come up with ideas that makes things work better
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| * An enjoyment of being busy and working smoothly under pressure
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| * Excellent time management and ability to prioritise tasks
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| * Excellent IT skills
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**STATEMENT IN SUPPORT OF APPLICATION**

Please say in no more than 500 words why you are applying for this post and if you have experience in any of the desirable criteria

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*BELOW HERE TO BE DETACTED PRIOR TO SHORTLISTING*

**Equal Opportunities Monitoring Form**

Please complete the form online by clicking <https://forms.gle/3TixbCivGWyjwEyf7> .

Once you have completed the form you will be given a confirmation code. Please enter your confirmation code here:

**Personal details**

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| **Surname:** |   |
| **Forenames:** |   |
| **Current address:** |    |
| **Telephone number:** |   |
| **Email:** |  |

**References**

Please give the details of two referees, stating how long you have known them. One has to be your current or most recent employer. References for shortlisted candidates will be taken up before interviews unless you request otherwise.

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| **1. Name:** | **2. Name:** |
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| **Address:** | **Address:** |
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| **Telephone number:** | **Telephone number:** |
|   |   |
| **Email:** | **Email:** |
|   |   |
| **Occupation:** | **Occupation:** |
|   |   |
| **Time known:** | **Time known:** |
|   |   |
| **May references be taken up before interview?**YES/NO | **May references be taken up before interview?**YES/NO |

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| **Other details** |
| What is the notice required in your present post?  |  |
| Is your present post your sole regular employment? |  |
| Are you a British citizen or a national of an Area EU country or Switzerland? |  |
| If not, do you have the right to work in the UK and a current work permit? |  |
| If so, please state the expiry date of your right to work in the UK and/or your work permit.  |  |
| Where did you see the advertisement for the post? |  |

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| **Disabilities** |
| **Do you require any special arrangements to be made for your interview on account of a disability?** Please note that this information will not be shared with staff involved in the shortlisting process | Yes/No |
| If "yes", please give brief details that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:  |
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| **Convictions**Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared. | Yes/No |
| If "yes", please give details: |
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| **Data protection**Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 2018. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.I hereby give my consent to Deighton Pierce Glynn Solicitors processing the data supplied in this application form for the purpose of recruitment and selection.**Declaration**I declare that the information given in this application is to the best of my knowledge complete and correct.**I can confirm that I have completed the Equal Opportunity Form online and have provided the confirmation code on this form.** **Signature (or type your name here):****Date:** Note: Any false, incomplete or misleading statements may lead to dismissal should this application lead to an offer of employment. |