



## Office and Logistics Manager

### About Parent Zone

[Parent Zone](#) is a social enterprise that sits at the heart of modern family life, providing advice, knowledge and support to shape the best possible future for children as they embrace the online world. We bridge the gaps between parents, policy and platforms, providing insights and knowledge in order to shape a better future for all.

For nearly 20 years we have worked with partners such as Google, Meta and DSIT to develop innovative projects, giving families information, support and advice.

We are optimistic about the future while recognising the challenges families face in bringing up children in a digital world – challenges we seek to ameliorate.

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**Job role:** Office and Logistics Manager

**Salary:** £30,000 - £35,000 pro rata

**Location:** Angel (London N1)

### The role

As Office Manager you will be responsible for the smooth everyday running of Parent Zone's headquarters as well as the logistics that underpin our services.

This includes managing our equipment, organising and running our systems, ensuring the office facilities are well maintained and assisting with the logistics for our training team who are responsible for taking our work directly to our audiences.

This is an opportunity to work in a small, friendly and dynamic organisation. Please note the role is part time and office based, with a requirement to work 3 full days per week.

## Your duties:

- You will be responsible for managing a busy office ensuring our systems and facilities are well maintained
- You will help set up and manage the systems required for the smooth running of the organisation including staff training records, internal databases and reporting
- You will ensure our infrastructure needs are met through effective device management and storage support
- You will assist with wider logistics for the smooth running of our work - including delivery of kit, stock checks and vehicle maintenance including MOTs
- You will support with the management of a diverse team of trainers who deliver our work to families including organising invoicing, training days and booking travel and accommodation
- You will work across the whole organisation to support with other practical requests or needs, such as helping to deliver whole team social events or away days

## Skills and experience

- You will be an exceptionally organised, calm person with the ability to manage and deliver various tasks
- You will have experience managing a busy office and will know how to maintain a happy, safe and productive working environment for staff
- You will be a skillful communicator who can collate essential information with a meticulous attention to detail
- You will be a confident problem solver, unruffled when things go wrong and quick to deal with any crisis
- You will be a confident user of technology
- You will have great written skills and the ability to communicate with a wide variety of audiences
- A clean driving licence

To apply, please send your CV and a covering letter outlining your suitability for the role to [megan@parentzone.org.uk](mailto:megan@parentzone.org.uk) by 17 May.

Please note that applications without a covering letter will not be considered. Interviews will take place W/C Mon 20 May but may be earlier.