



JOB DESCRIPTION

JOB DETAILS

Job Title: Administrator

Salary: £22,000 p.a., 20 hours per week pro-rata (contract until 31st March 2019 initially but possibility of continuation dependent on funding)

Location: The post holder will be located in the get2gether office at Thistle Foundation in Craigmillar, Edinburgh.

JOB PURPOSE

To lead and develop administrative functions of the charity including finances, fundraising and other structures and processes. To provide other administrative support as required to ensure efficient operations.

SUPERVISION

The post holder will be supervised by the Manager, to whom s/he will be directly accountable.

KEY TASKS

Administration:

To assist the Manager by providing administrative and secretarial services.

This will include, but may not be limited to:

- providing reception and phone cover dealing, in the first instance, with enquiries received by mail or phone, electronically, and in person
- contributing to a welcoming and professional environment for visitors, colleagues, members etc.

<p>get2gether c/o Thistle Foundation, 13 Queen's Walk, EDINBURGH, EH16 4EA admin@get2gether.org.uk – 07867 179023 A Scottish Charitable Incorporated Organisation (SCIO) SC043027</p>	 <p>OSCR Scottish Charity Regulator www.oscr.org.uk Registered Charity SC043027</p>	 <p>NATIONAL LOTTERY FUNDED</p>	 <p>The Scottish Government Riaghaltas na h-Alba</p>
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- assisting in the development and maintenance of a website for get2gether, and updating get2gether's social media
- holding delegated responsibility for ordering office supplies
- dealing with incoming and outgoing correspondence
- providing administrative support to the Manager by producing reports, correspondence, publicity material etc. as required
- dealing with day-to-day financial management, reconciling Petty Cash and Cash Book, OSCR preparations. Passing relevant information to the accountant in order to maintain sound financial management.
- To maintain the development of policies and procedures including HR, finance, governance, communication and record keeping
- Having responsibility for overseeing minute taking
- Overseeing the work of the part time Admin Assistant
- To supervise the Admin Assistant in the accurate maintenance of the get2gether membership database. This will include, but may not be limited to:
 - dealing, in the first instance with enquiries about membership, and processing applications
 - assisting in the development and maintenance of information held on the get2gether members data base, ensuring information held is accurate, stored in a manner which ensures confidentiality and up to date and compliant with recent GDPR legislation. This may require advising the Manager of practical steps required to be taken to ensure this
 - assisting in organising get2gether events and activities. This will include contributing to design and distribution of publicity material to members, and is likely to include liaison with suppliers/venues
 - assisting in the production and organising the distribution of member newsletters
 - assisting at events alongside another staff members outside of office hours including evenings and weekends.

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get2gether is committed to safer recruitment practices. Before formal offer of a post the successful candidate will be required to demonstrate registration under the PVG scheme in accordance with Disclosure Scotland procedures. This is to minimise the risk of harm to members of get2gether. We are committed to the code of practice overseen by Disclosure Scotland and will provide a copy of the code to any applicant who requests one.

Person Specification

The successful candidate will evidence:

- excellent administrative and organisation skills (E)
- previous experience of work in an office environment, and as a member of a busy team (E)
- computer literacy including Word and Excel as well as social media and keyboard skills (E)
- a working knowledge of website and data base maintenance (E)
- ability to maintain confidentiality (E)
- excellent communication skills, ability to multi-task and to complete tasks accurately and efficiently (E)
- commitment to being part of a team and to promoting the aims of get2gether in all activities (E)
- willingness to review performance and to undertake continuous learning (E)
- commitment to promoting inclusion of people with learning and other disabilities (E)
- project management and knowledge of policies and procedures (D)
- fundraising experience (D)

(E) denotes Essential

(D) denotes Desirable

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Terms and Conditions

Post: Administrator (part time)

Hours: 20 hours per week (pro rata to 40 hours)

The core working days are Tuesday, Wednesday and Thursday. Hours of work will be flexible to fit with the needs of the business but will also aim to be responsive to the post holder's circumstances. Some evening and weekend work may be required.

Holidays: 30 days (pro rata to 40 hours per week) inclusive of public holidays to be planned in negotiation with the Manager to ensure adequate office and administrative cover is maintained.

Sick pay: Statutory sick pay (SSP) entitlement applies

Notice: 4 week notice applies after confirmation in post by employee and employer

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