**Job Description**

**Role:** Administrator

**Renumeration:** £9.50 per hour

**Hours of Work:** 10 to 20 hours per week

**Line Manager:** Development Officer

**Role Summary**

The Administrator is responsible for the provision of administrative support to the Directors of Old Luce Development Trust (OLDT) and the Development Officer. The role will include administrative support in relation to the general running of the Trust and Trust projects, record keeping, administration of Glenluce Public Hall, supporting OLDT sub-groups and basic maintenance of the Trust website and social media platforms.

**Key Responsibilities**

| **Area** | **Responsibility** |
| --- | --- |
| Supporting the Trust | * Provide administrative/secretarial support to the Trust * Assist with the publication of materials publicising the Trust * Assist in the administration of Trust Directorate meetings, liaising with attendees to produce the agenda and collate supporting papers * Assist in the planning and organising of Trust public meetings and events |
| Record Keeping | * Maintain a record of invoices and payments received by the Trust * Maintain a register of Trust members and members of Trust sub groups * Maintain a register of grant applications and outcomes |
| Hall Bookings | * Support the Hall Keeper in managing the bookings process for Glenluce Public Hall, responding to enquiries through the online hall booking system and/or by telephone, and providing hirers with clear and timely information on the hire of the hall * Process invoices for hall bookings and maintain records of payments, take payments for hall bookings and chase non-payment of invoices * Work with the Friends of the Hall and the Trust to provide a positive experience for all users of the hall * Provide absence cover for the Hall Keeper in conjunction with other key holders |
| Hall Maintenance | * Respond to maintenance and cleanliness complaints from hirers * Liaise with Dumfries and Galloway Council and/or private contractors for repairs and maintenance of the hall * Update the hall noticeboard to ensure that it remains up-to-date and that local events are promoted in a timely manner |
| Security | * As a key holder to the hall, ensure that keys are controlled and kept in a locked place when not in use * Ensure that the OLDT office and any mobile office equipment is kept secure * Respond to emergencies at the hall |
| Project Administration | * Assist in the administration of Trust projects, such as making basic enquiries, placing orders and processing paperwork |
| Partnership working | * Provide administrative support to the Friends of the Hall (FotH) and Friends of the Glen (FotG) sub groups and attend FotH / FotG meetings as required * Support the Chairs of the sub groups to plan and organise public events * Maintain positive relationships with external stakeholders and others in the public, private and third sectors |
| Social Media and IT | * Work with the Microsoft Office suite of programs on day-to-day tasks * Provide basic updating of the OLDT website * Update social media platforms * Scan, print, copy and laminate documents |
| General | * Maintain regular contact with the Development Officer and attend supervision meetings * Attend training in relation to the work of the Trust as requested * Deputise for and provide absence cover for the Development Officer * Undertake other tasks in line with the job purpose |

**Person Specification**

| **Criteria** | **Essential** | **Desirable** |
| --- | --- | --- |
| Administrative support | Ability to provide an administrative support service  Attention to detail | Experience of the voluntary sector or community-oriented work |
| Planning and organising | Ability to plan and organise own workload  Ability to work independently, with initiative, and to retain focus and direction | Experience of event planning |
| Communication skills | Strong verbal and written communication skills  Ability to communicate effectively with a variety of people from communities, businesses and agencies at all levels and in a professional manner | Experience of producing publication materials |
| Social Media and IT | Experience of Microsoft Word, Excel and Outlook | Website editing  Social media platforms |
| Other | A robust sense of humour | Familiarity with the Old Luce area |

**Conditions of Work**

* The post is funded for a two-year period. It is anticipated that the post may be extended subject to funding and progress.
* Appointment is subject to a 12-week trial period.
* The Administrator will receive regular support and supervision from the Development Officer, both day-to-day and through monthly supervision meetings.
* It is anticipated that the role holder will work a minimum of 10 hours per week, rising to up to 20 hours in times of peak activity and through the lifespan of the contract.
* The Trust is able to support a flexible working pattern, subject to a weekly overlap with the Development Officer and a regular presence at the hall. There is a requirement to attend monthly meetings in the evening once or twice per month and for occasional evening and weekend work to support consultation and community events.
* The post attracts 20 days’ annual leave per annum, plus 10 bank holidays (pro-rated for part-time work based on a 35-hour full-time week). The Trust also allows employees to ‘buy’ additional annual leave in return for a reduction in salary.