**Office Administrator Fife Young Carers**

**JOB DESCRIPTION**

Location: Based in Ore Valley Business Centre, Lochgelly

Accountable to: The Manager of Fife Young Carers

Salary : £17,500-£19,692 dependent on experience and skills

Hours of Work: 35 per week normally between 09.00 to 17.00, Monday to Friday. The post-holder may be required to work additional hours on occasions, for which time off in lieu will be given.

**Job Summary:**

The post holder will be responsible for the delivery of administrative support services across all aspects of the work of Fife Young Carers.

Reporting to the Manager, you will be part of a wider but small team of staff and volunteers, all of whom are expected to contribute to the design and delivery of services to young carers in Fife and the overall development of the organisation.

Key Responsibilities:

* To provide admin support across all aspects of the organisations work
* To assist in the development and maintenance of databases, spreadsheets and other admin systems to support the work of the organisation.
* Maintain records for the organisation.
* Work with the IT support company to ensure that all systems are working properly.
* Maintain relevant policies and work with the Manger to ensure they are up to date.
* Ordering and managing stationary requirements.
* To arrange payment of invoices, including bank input ready for trustee authorisation. General book keeping duties, including liaison with accountants to assist them in the production of quarterly management account, posting invoices on the Sage accounting system and supporting the manager in the preparation of year end accounts and annual budgets.
* Support the production of relevant reports, funding applications, Annual reports etc for the organisation.
* To assist the development officer in production and maintenance of awareness raising materials for young carers, inclusive of the use and maintenance of digital technologies and social media.
* To provide reception and telephone cover during office hours.
* Maintain records for staff Annual leave, sickness and training.
* Provide admin support for young carers events, promotional activities, AGM etc.
* Provide admin support for staff and committee meetings as appropriate.

**PERSON SPECIFICATION:**

Knowledge and Abilities.

Essential.

* Proficiency in the management, development and use of administrative systems and software i.e. Sage, Microsoft Office, databases, spreadsheets etc.
* Ability to use own initiative and organise own work efficiently.
* Be pro-active in solving problems relating to administration issues.
* Ability to liaise and communicate well with key partners and stakeholders.

Desirable.

* Previous experience of working in the voluntary sector or children’s services.

Personal Qualities.

Essential.

* Qualified to at least O Grade, Standard Grade or Nat 4 or equivalent qualification.
* Excellent oral and written communication skills.
* Good interpersonal skills.
* Ability to work as part of a team to achieve shared goals.
* An approach to work which is positive, flexible and solution focussed.
* Ability to multi-task.
* Proficiency in use of Microsoft Office tools.
* Demonstrable skills in planning and prioritising workloads.

Desirable.

* Understanding of Young Carers Issues
* Relevant Qualifications in Administration or Secretarial skills