

Job Description

Administrator. SSC (A Club for the Youth of Scotland)

This is an exciting opportunity to work with a small voluntary organisation based in Scotland. The SSC is a youth charity run by volunteers focusing on summer camping events and smaller weekend activities. We work alongside other youth charities in Scotland to provide opportunities for children from all walks of life to have fun, make new friends and build on skills in a massive field with lots of mud, tents and potatoes!

We are looking to appoint an experienced and capable Administrator who is happy to work remotely (laptop and desk phone provided), to deal with admin for our summer and weekend camps and be the first point of contact for our organisation, dealing with booking systems website and assisting volunteers with pvg applications

Essentials	Desirables
<ul style="list-style-type: none">● Excellent communication skills (written and verbal)● Excellent administration skills● High level of customer care services● Positive and enthusiastic approach to work● Share our ethos and passion for youth work● Ability to manage own workload and work independently● Confident working with databases● Commitment to work within our existing data protection policies	<ul style="list-style-type: none">● Knowledge of third sector funding opportunities● Experience working in youth work sector● Knowledge of the pvg system

DURATION

This is a permanent contract subject to a six month probationary period. We are hoping to recruit someone who will work with us long-term. The hours are varied throughout the year and are subject to change dependent on the changing activities of the club.

We guarantee a contract minimum of:

Sept to May - 5 hours per week.

May - 16 hours per week

June & July - 20 hours per week

August - 16 hours per week

REMUNERATION

Hourly rate of £11. Standard holidays (based on part-time contract) and sick pay provided.

We are also open to this role being filled by someone who is self-employed.

EXPENSES

Float provided for expenses such as postage for mass mail outs, USB drives, stationary etc).

Home Working Allowance will be provided in accordance with the hours worked.

RESPONSIBILITIES

Carrying out the administrative tasks required to organise the SSC's activity, including principally:

- responding to communications received by the SSC by telephone, post, email and social media - answering questions posed by parents, teachers and members, following up enquiries promptly
- Maintaining the online booking system which includes, sending out discount codes where applicable, chasing payments, answering queries about the booking system, monitoring the general functionality of the website and keeping it up to date.
- processing payments for camps and recording these as appropriate
- assisting volunteers and paid staff to ensure the smooth running of SSC activities – typically sending out final instructions, dealing with lost property, responding to travel queries and directing communications from suppliers and contractors to relevant staff

- ensuring prompt payment of bills and invoices – liaising with the SSC’s accountant and Management Committee (MC) to ensure this
- communicating with membership via email circulars and mailshots in collaboration with and as required by the MC
- providing regular reports to the MC on administrative matters and liaising with the MC to improve the SSC’s administrative procedures and internal communication
- Assisting volunteers to go through relevant background checks, i.e PVG through Disclosure Scotland.
- other tasks reasonably considered to be part of the ordinary administration of the SSC and as agreed

OFFICE HOURS

This is a work from home/working remotely position with core office hours to be agreed between Administrator and the SSC’s Management Committee (MC) to suit both the Administrators lifestyle and the needs of the Club.

To Apply:

Please apply via email to the management committee mc@thessc.org by sending a CV and a cover letter including the following:

- Tell us a bit about yourself
- What about working for The SSC appeals to you
- How you fit the person spec
- How this role would fit into your life
- Your favourite way to cook a potato

Any questions or queries about the role can be addressed to the above email address prior to applying. We will be happy to answer any questions about the role or help in any way.

The closing date for this position is the 26th of July 2019 at 5pm. Interviews will be arranged with you with an ideal start date of the 5th of August 2019.