



Wellbeing-Empowerment-Employment
Integrating Ethnic Minority Women in Scotland

Saheliya Glasgow Administrator

Job Title	Saheliya Glasgow Administrator (* Female)
Salary	£21,600 pro-rata
Hours	25 hours per week (with possible increase to 35 hours)
Line-management	The Glasgow Manager

Purpose of the Job

To provide effective reception and administration support to Saheliya's office in Glasgow. To ensure the smooth running of the office by managing the reception and telephones, maintaining and developing administrative systems, overseeing the premises, and line-managing reception and clerical volunteers.

This post has confirmed funding until 31st July 2020. Continuation is dependent on funding.

Main Duties

- Maintain, improve, and develop organisational administrative systems to ensure efficient running of the organisation.
- Manage premises including best practise health and safety, fire safety, maintenance and repair.
- Ensure all PCs and laptops are updated with the relevant software, anti-virus etc.
- Manage and maintain office filing systems
- Produce and up-date publicity including annual reports
- Regular updating of the website
- Generate reports from the database
- Service and take minutes for staff and board meetings
- Ensure that reception of service users and visitors is effective and appropriate
- Ensure incoming phone calls and referrals are appropriately directed
- Ensure that in-coming mail is received, sorted, and outgoing mail is posted punctually
- Order and manage office stationery and supplies
- Regularly check suppliers and maintenance contracts such as electricity, photocopier, telephone and stationery etc are updated, competitive and economical

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: info@saheliya.co.uk; Glasgow: admin.glasgow@saheliya.co.uk ; Website: www.saheliya.co.uk

Saheliya is a registered company (SC209861), recognised as a charity (SC020069)



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- Undertaking PVG registration checks for staff and volunteers and ensuring they are timeously updated
- Maintain and update administrative database
- General organisational admin duties including writing letters and photocopying
- Line-manage and support volunteers to provide additional support for the reception and phones.
- Line- manage and support the house-keeper and cleaner
- Support the Finance Officer to manage petty cash payments
- Liaise with other members of staff to maintain and develop ongoing effective office systems
- Uphold and promote Saheliya's ethos to support the empowerment of BME women.
- Maintain high levels of confidentiality in all areas of work
- Carry out other appropriate duties that further the aims of Saheliya

PERSON SPECIFICATION

Essential requirements:

- *Female
- Robust organisational skills
- Experience of maintaining and developing a broad range of administrative systems
- Ability to work efficiently and prioritise tasks
- Ability to work under pressure and meet deadlines
- Integrity and reliability
- Excellent written and spoken communication skills
- Experience in Microsoft office including word, excel and database
- Experience of website management and social media (facebook, twitter)
- Experience of providing line-management or staff support
- Fluent spoken and written English
- Commitment to equal opportunities and human rights
- Ability to maintain high levels of confidentiality
- Ability to work on own initiative and as part of a team.
- Willingness to take part in continuing professional development opportunities.

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Desirable requirements:

- Experience of supporting and supervising volunteers
- Experience of administrative duties in a voluntary sector setting
- Knowledge of OSCR and the regulations and legal framework
- Experience of working in a mental well-being or therapeutic setting.
- Experience of working with vulnerable people
- Line-management experience
- An understanding of the voluntary and public sectors within Scotland
- An understanding of the policy context Saheliya works within

Deadline for Applications: Monday 19th August (10am)
Interview date: TBC

Please email completed applications to:

info@saheliya.co.uk or post to
Saheliya 125 McDonald Road, Edinburgh EH7 4NW

CVs will not be accepted

**** The Equality Act 2010 (part 1, Schedule 9) applies to the above posts.
Applications are therefore restricted to female candidates only. All posts are
subject to enhanced checks by Disclosure Scotland.***