

HOPE *for* Glasgow

73 Claremont Street, Glasgow G3 7JB

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OSCR - SC047631

Dear Applicant

Thank you for your interest in the position of **Administration Worker/Bookkeeper** with Hope for Glasgow.

This pack contains

- A short introduction to Hope for Glasgow – our ethos & our activities.
- The job description for the Administration Worker / Bookkeeper, the duties attached to each, and the core requirements which are applicable to both.

If you are interested in applying for the position, please send us

1. Your CV, which should include:-
 - a. details of all your work and volunteer experience
 - b. your educational history, including any qualifications you have gained
 - c. contact details for two referees, your current employer (if applicable) and your pastor/minister
2. A covering letter which lets us know:-
 - a. Whether you are applying for both elements of the job – Administration Worker and Bookkeeper, or just for one element.
 - b. What attracts you to this job.
 - c. How you meet the requirements for the position, using specific examples from your experience if possible.

We need to receive your application – either by post or email to the contact details at the top of this page – by 12 noon on Monday 11 November.

Interviews will take place during the week beginning 18 November. If you have not been contacted before that date, unfortunately you have not been included in the interview short list.

All the very best with your application.

Hope for Glasgow offers a Christ-centred road to recovery for those seeking to escape addiction. Our aim is that they become clean from all substances and connected to their family, their community, their church and, ultimately, to Christ.

HOPE *for*

Glasgow

We adopt a Biblical approach to addiction, promoting total abstinence so that our clients are empowered to break free from a life of slavery to substances and become the whole person that God created them to be.

In Glasgow, we are dealing with decades of hopelessness and brokenness and Scotland now has the highest per capita rate of drug deaths in the developed world. For some, the only escape which seems possible is through drink, drugs and other substance abuse.

Terry McCutcheon, our Executive Director, has transitioned from a life of addiction through the grace of God. After 14 years working for other organisations, Terry set up Hope for Glasgow in 2016 to provide a Christian resource for those seeking to escape from their addictions. Terry and his team do this through: -

- Providing direct services and activities for those who want to free themselves from addiction.
- Partnering with local gospel churches who want to reach out to those with addiction issues, building their confidence to address social needs in their communities.

During our first three years we have appointed 2 Addiction Support Workers to develop our services, so the successful applicant will be joining an existing team of 3 staff and a growing number of volunteers.

Our premises includes staff offices, two meeting spaces and all essential facilities. Our location – Finnieston/Charing Cross - is accessible to people from every area of the city. Small groups meet here three afternoons a week, and will be meeting more frequently in the future.

We are supported mainly by donations from individuals and churches, and are very grateful for every gift. Communication with our supporters is essential and we contact every new donor to thank them, produce a quarterly newsletter to update them on all that is happening and we will soon be launching our website.

We are so grateful for all that has been provided to allow us to establish the organisation and grow during these first 3 years. We now have clear strategic objectives to guide us for the next two years, and plans to extend our provision further – God willing.

Job Description for Administration Worker / Bookkeeper

Salary	£13,000 - £15,000 per annum (£7,600 to £9,000 pro rata) – depending on experience
Location	73 Claremont Street, Glasgow G3 7JB
Leave	34 days per annum, which includes public bank holidays - (21 days pro rata)

Administration Worker – expected to take around two days (15 hours) per week

The post holder will work under the strategic and operational direction of the Executive Director, who provides the leadership and management for all strands of our work. The post holder will be expected to work with minimum direct supervision and to be confident about making day-to-day decisions, forward planning and maintaining high standards of administrative arrangements.

Key tasks and responsibilities are :

- Office Administration – this includes secretarial and reception duties for the organisation; acting as PA for the Executive Director in relation to speaking engagements; ensuring that the premises have the equipment and supplies that are needed, and that everything is kept clean and in working order.
- Communications – this includes building on the strong supporter relationships that we already have, sending out thank you letters and emails - which requires the ability to work with mail merges and bulk emails; simple layout and design for the quarterly newsletter and short reports; maintaining the website and the MailChimp mailing lists (after launch); responding to requests for information and passing on relevant information to the rest of the HfG staff.
- Information management – this includes organising the information needed by the organisation, both the staff and the board, either in hard copy or on shared computer drives; maintaining and updating the contacts data base regularly, including Gift Aid forms and donation records; data entry in our monitoring and evaluation spreadsheets.

Bookkeeper – expected to take around one day (7.5 hours) per week

The post holder will work under the strategic direction of the Treasurer, who is a member of the Hope for Glasgow Board, and under the operational direction of the Executive Director, who provides the leadership and management for all strands of our work.

The key responsibility will be maintaining the existing systems for tracking and logging income and expenditure to enable the treasurer/accountant to prepare reports, budgets and projections for the organisation. The Xero accountancy package is currently used, and familiarity with this (or a willingness to learn) is essential for this role. The post holder will be responsible for:-

- Logging and tracking income including -
 - payments directly into the bank
 - physical cheques/cash (recording and depositing with the help of a volunteer)
 - through a range of on-line giving platforms
- Logging and tracking expenditure – both standing orders and occasional invoices – paying these when needed (under a set limit).
- Regular reconciliation of bank statements in Xero.

Core Requirements

The following are core requirements for each of the above options:

- Applicant must be able to provide evidence of being a practising Evangelical Christian
This is an Occupational Requirement in terms of the Equality Act (part 1, schedule 9.)
- Successful PVG Scheme Disclosure.
- Good standard of education, especially in written and oral English.
- Proven experience in administration and/or book-keeping role and providing first-point-of-contact service in person, by phone or email.
- Sensitivity towards the challenges faced by people with an addiction background. This must be combined with integrity and a positive attitude.
- Ability to multi-task as a member of a small team (3 other staff + 3 regular volunteers) and demonstrate flexibility to assist with events, bulk mailings etc which occur from time to time.
- Ability to use initiative, make good decisions within the scope of the role and work on own at times.
- Commitment to clear communication and strong relationships with colleagues, volunteers and with supporters and donors.
- Accuracy, efficiency, strong organisation skills and able to work with limited resources.
- Confident user of Microsoft Office packages, including Word, Outlook and Excel.
- Work in accordance with policies and procedures, including safeguarding and confidentiality.
- Support and co-ordinate volunteers who are involved in the office duties at Hope for Glasgow.

This is an opportunity to contribute to a team which works with a Christian ethos and to express your faith in practical ways, with a ministry which regularly sees people make positive changes in their lives.