

*“Our task is not to put the greatness back into humanity but to elicit it, for the greatness is there already.”*

*John Buchan*



|                        |                             |
|------------------------|-----------------------------|
| <b>Job Title</b>       | Operational Coordinator     |
| <b>Job Base</b>        | Edinburgh, with some travel |
| <b>Reports to</b>      | Operations Manager          |
| <b>Type of Contact</b> | Full Time, Permanent        |

## Overview of Columba 1400

Columba 1400 is a charity and social enterprise based in Scotland. The purpose of the organisation is to help young people discover their potential either by working directly with them or by working with the key adults in the lives. Utilising our inspirational custom built leadership centres in Staffin on the Isle of Skye and at Ardoch on the banks of Loch Lomond, our Leadership Academies have been described by our graduates as an “inward bound” experience offering them an opportunity to reflect on themselves and learn from others. For the over 9,000 young people and adults who have participated in our Leadership Academies since 2000, Columba 1400 has provided a turning point in their lives. Our values of **Awareness**, **Focus**, **Creativity**, **Integrity**, **Perseverance** and **Service** underpin all our Leadership Academies and provide a framework within which young people can embark on their own journey of personal transformation enabling them to discover their true potential in life, education, work and community.

## Overall Purpose of Role

To support the business operations of Columba 1400 by providing excellent support through efficient business management, scheduling, office management, administration, monitoring and evaluation. This role will support Columba 1400’s core purpose of enabling young people to discover their true potential by helping support and coordinate operations relating to our Leadership Academies.

## Responsibilities

- Scheduling of sessions for Columba 1400’s facilitation team based in Edinburgh/Central Belt.
- Diary management of Head of Partnerships and Head of Innovation
- Booking travel, accommodation and venues to support the delivery of our Leadership Academies
- Liaising with contacts within partner organisations as well as adult participants to arrange meetings and sessions as required
- Administration support for Edinburgh based team including support with formatting and production of documents.
- Office management to include arranging catering for meetings as required, ordering/purchasing office supplies and liaising with building management.
- Minute Taking for meetings as required
- Support our Monitoring and Evaluation framework to ensure all data and evidence is captured and stored.
- Updating records on our database for events and sessions.



- Overseeing the preparation of information packs and other materials required for the delivery of our Leadership Academies for young people and the key adults in the lives
- Support development of Alumni Network through events and communication
- Management of volunteers as required
- Coordination and scheduling of CPD requirements for team members
- Liaise and attend meetings with team members to perform duties and to enhance business and organisational development
- Adhere to all organisational policies and health and safety requirements
- Travel to events and sessions as required.
- Attend training and increase professional knowledge and skills necessary for the effective performance of the role
- Living the Columba 1400 values

## **Person Specification**

### **Awareness**

- Experience of managing busy diaries and multi-tasking
- Highly Proficient in MS Office – Word/Excel/Powerpoint
- Minimum 5 years' experience within Office Management/Senior Administrator/PA role
- Experience of CRM database

### **Focus**

- Excellent Forward planning skills
- Ability to make decisions and problem solve
- An effective self starter and motivator of others
- Maintain high levels of quality in all aspects of work.

### **Creativity**

- Innovative in approaching different challenges
- Inspiring – lead by example
- Empowering – enable positive change

### **Integrity**

- Non-judgemental – focus on the potential not the past
- Ability to see bigger picture
- Able to build relationships with partners, participants and volunteers
- Self-motivated and committed to own professional development and of others
- Approachable – open minded and value diversity

### **Perseverance**

- Passionate – absolutely committed to supporting young people
- Solution focused and proactive approach to tasks
- Positive attitude

### **Service**

- Excellent interpersonal skills, able to communicate effectively both verbal and non-verbal to a wide variety of audiences
- Ability to work flexible hours and travel as required
- Works well in a team and on own initiative

*The organisation reserves the right to vary duties and responsibilities at any time and from time to time according to the needs of the organisation's business. October 2019*

