

**Job Description**

<b>Job Title:</b>	Temporary Administrator
<b>Location:</b>	Glasgow ( some work in Inverkeithing office, if required)
<b>Reports to:</b>	Senior Development Officer
<b>Line manager to:</b>	N/A
<b>Hours of work:</b>	35 hours
<b>Salary range:</b>	Band A £19,038 - £20,669

**Job Purpose:**

To provide administrative support to teams across a range of Funds as required.

We are looking for a person who has excellent administration skills and who is proficient in Microsoft Office packages, in particular word, Excel, Powerpoint and outlook. The post holder will also have experience of using Salesforce and ideally Form Assembly, inputting information and processing reports. The post holder will have good verbal and written communication skills, strong organisational skill, be able to prioritise their own workload and be flexible in their approach.

The post is fixed term until 30 June 2020.

**Primary Responsibilities**

<b>Events</b>	<ul style="list-style-type: none"> <li>• Organising meetings, events and activities including booking venues, catering, attending and recording minutes.</li> <li>• Co-ordinating logistics around events liaising with venues and caterers and using the Eventbrite system.</li> <li>• Providing pre-event administration (bookings, provision of packs and badges etc) and support at events (e.g. reception, greeting delegates etc).</li> <li>• Monitoring the Programme Support budget and recording expenditure</li> </ul>
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<b>General Administration</b>	<ul style="list-style-type: none"> <li>• Supporting new fund processes and providing administration support for funds as required</li> <li>• Answering telephone enquiries in a polite and helpful manner and directing them to the appropriate team member.</li> <li>• Maintaining the email box and outlook calendars with any information or events.</li> <li>• Distribute incoming and outgoing post, responding to any general correspondence.</li> <li>• Booking travel arrangements and hotels for other staff members using the company credit card.</li> <li>• Maintaining Salesforce of relevant information.</li> </ul>
<b>Team Contribution</b>	<ul style="list-style-type: none"> <li>• Contribute to organisation-wide activities as required.</li> <li>• Contribute to an effective learning culture across the organisation.</li> <li>• Attending and participating in team meetings as required.</li> </ul>

	<b>Essential</b>	<b>Desirable</b>	<b>Measured by</b>
<b>Qualifications &amp; Training:</b> Qualifications and/or training in relevant Microsoft packages and Client Relationship Management (CRM) systems.		X	Application
<b>Skills and Experience:</b> Highly skilled in administrative systems and processes	X		
Proficient in all Microsoft packages, in particular word, excel, powerpoint and outlook. Salesforce data input and running reports.	X		
Experience of Form Assembly		X	
Excellent organisational skills.	X		
Ability to exercise judgement and initiative	X		
Ability to work collaboratively with colleagues across the organisation as required.	X		
Experience of event management		X	
Experience of coping with a busy and varied workload, meeting tight deadlines	X		

<p><b>Qualities and Attitude:</b>  Exceptional interpersonal skills including the ability to ensure effective communication with a wide range of contacts.</p> <p>Demonstration of the ability to meet tight deadlines.</p> <p>A flexible, pro-active approach to work including the ability to prioritise to achieve successful outcomes.</p> <p>Commitment to continuous improvement in practice.</p> <p>A demonstrable commitment to equalities.</p> <p>Ability to work in an office environment with often a high level of demand</p> <p>Ability to build positive, respectful and productive relationships with internal and external stakeholders.</p> <p>Demonstrable commitment to learning and self-development.</p> <p>Ability to work flexibly and effectively within a team, and self-motivated.</p> <p>Ability to work positively with people from different backgrounds in a sensitive and respectful way.</p> <p>A positive, professional 'can do' attitude.</p> <p>Willingness to accept responsibility.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>Application / interview</p>
<p><b>Values:</b>  A demonstrable commitment to our values of equality, relationships, openness, authenticity, dynamism and a commitment to high standards in grant making.</p>	<p>X</p>		<p>Application / interview</p>

<b>Knowledge:</b> Some knowledge of health and safety in the context of general office environment		X	Application /interview
Some knowledge of the third sector.		X	
Some knowledge of GDPR (General Data Protection Regulations)		X	

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.