

Office Administrator National Office, Edinburgh

Post: **Office Administrator, National Office**

Location: **Edinburgh**

Contract: **Open Ended (Subject to continuous funding)**

Hours: **Full Time, 35 hours per week. (Happy to Talk Flexible Working)**

Salary: **£21,336 per annum**

Reporting to: **Finance Manager**

Interview date: **16th March 2020**

Closing date: **4pm, 09 March 2020**

We are seeking to recruit an Office Administrator, to join our small and friendly team and take responsibility for the efficient day-to-day running of SiMS National Office.

Working closely with colleagues across Scotland, you will have experience of successfully running a small office and of providing a comprehensive administrative, finance and human resources support.

Who are we looking for?

An all-rounder, you will be an experienced office professional with excellent interpersonal and organisational skills, who relishes the diverse duties and busy working environment characteristic of small offices.

As the Office Administrator, you will ensure that our work is carried out efficiently and to a professional standard, providing practical support and assistance to staff members, Board of Directors and volunteers across the organisation.

You will have a specific role to assist with the HR and Finance functions, carrying out duties attached to these roles to maximise the capacity and efficiency of the core team.

The role on offer is for a full time position working 5 days a week. We are happy to talk about adjusting these hours for the suitable candidate.

The successful candidate will be required to complete a satisfactory Standard Disclosure Scotland check.

Duties & responsibilities

Administration & Reception Functions

Perform reception duties and be the central point of contact and information for all staff, volunteers, members, partners and stakeholders

Keep staff members up to date with critical messages and communications, and ensure staff are aware and trained in new procedures and practices

Maintain effective electronic and paper filing systems (Membership, GDPR, accident & Incidents records, etc.)

Act as minute taker in staff, HR, board, strategic and external meetings

Support the tendering, monitoring and reporting activities including collating and entering data.

Provide administrative support with internal and external training and help coordinate training sessions

Support the move to SharePoint for digital communications and record keeping

Supervise clerical staff who may be added to the team and oversee clerical work done by other staff

Finance and HR functions

Assist the finance team with financial processes, including data entry, dealing with purchase orders, invoices, expenses, etc.

In conjunction with the lead manager, oversee the administration and coordination of all recruitment and pre-employment and right to work checks across the charity

Assist with ad hoc HR Administration and support tasks, including induction tours and setting-up starters

Ensure all records, personal, staff and client data are managed in line with Data Management policies and in accordance with Data Protection legislation.

Operation function

Responsible for mailroom duties, including franking mail, organising deliveries and collections, etc.

Coordinate meetings and events (Booking meeting rooms, arrange travel and refreshments, organise catering etc.)

Ensure we are compliant with Health & Safety legislations, including collating plans across our services, and carrying out checks and risk assessments for the Edinburgh office

Liaise with the external service providers and suppliers as directed by the Finance Manager. (IT, telephony, accommodation, equipment, recycling, etc.)

Maintain office supplies and equipment

Assist staff with any IT and equipment issues and liaise with the appropriate contractors

Executive Support

Provide basic executive and PA support to the CEO, including diary management and the production of letters, reports and presentations

Support the CEO and Senior Managers in the day-to-day functioning of committees, Panels and strategic groups, including coordinating meetings, collating actions and agendas, ensuring papers are ready on time

Who you are (Essential: E Desirable: D)

Relevant professional qualifications to at least SVQ3 level or have a minimum of 1 years proven administrative experience at this level and a broad range of skills developed (E)

Advanced administration skills including intermediate knowledge of office packages and a good understanding of financial and HR processes (E)

Very well organised, with the ability to work autonomously, self-manage and self-motivate (E)

Take professional satisfaction from sharing knowledge and skills with others and enjoy working within a small team (E)

Professional standard of verbal and written communication skills

Able to deal with sensitive information confidentially and tactfully (E)

A problem solver who can identify dilemmas and find solutions (E)

Understand the importance of continuous development and enthusiastic to develop skills (E)

Have a working knowledge of GDPR and privacy legislations (E)

Experience of supervising staff or volunteers (D)

Experience of using Office365 and SharePoint Online (D)

Experience of working with people affected by mental illness (D)

Experience of working in the third sector (D)

This job profile is not exhaustive and serves to highlight the main requirements. The line manager may stipulate other reasonable requirements and commensurate with the general profile and grade of the post.

Why join us?

This is a great opportunity to join an award winning charity and help shape its future. In return for your work and dedication, we offer scope for development, a benefit package including 37 days' holiday, enhanced sick pay, season ticket loan and access to our Employee Assistance Programme.

By joining us, you will join an award winning Scottish charity and contribute to supporting people whose lives are affected by mental health problems or illness throughout Scotland.

Find out more about who we are and what we do, on our Website at supportinmindscotland.org.uk

How to Apply?

Click on **"Apply"** to request for an application pack to be emailed to you. Please return your completed application pack by **4pm on the 9th March 2020**.

Please note this is a re-advertisement for the Administrator role posted this January; previous applicants need not apply again.

