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|  | Glasgow Council on Alcohol14 North Claremont Street, Glasgow G3 7LE0141 353 1800 |

**JOB DESCRIPTION**

**JOB TITLE:** Elevate Administrator

**JOB GRADE/SALARY:** £17,283 per annum (pro rata)

**HOURS**: 28 hours over 4 days (Fixed Term till end March 2023)

 (Would consider 20-28 hours for the right candidate)

**LOCATION**: The post holder will be primarily located at GCA Head Office in

North Claremont Street however will be required to work across GCA locations.

**MAIN FUNCTION / RESPONSIBILITY:**

The post holder will primarily be required to provide a variety of administrative services to assist with the delivery of the Elevate Project Team but will also provide professional support to other services within GCA as required.

**REPORTING RELATIONSHIPS:**

The Elevate Administrator will report to the Elevate Partnership Manager.

**KEY RESULT AREAS:**

* Provide variety of administrative services to the Elevate Project Team in a sensitive, and a pro-active manner
* Data entry and ensuring database is kept up-to -date and accurate
* Support the work and development of Elevate Project Team via written, oral or face to face communications

 **MAIN DUTIES**

* Take and disseminate minutes and actions from Elevate meetings
* Assist the Chair and Partnership Manager through report writing or collating draft information for executive level
* Provide support at meetings in person or on the telephone; answering or directing inquiries
* Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics
* Help maintain filing and retrieval systems; recording meeting discussions
* To maintain the database by collating, checking and entering data provided by the Elevate Project Team
* Accurately receive, process and activate referrals from partner agencies
* Co-ordinate and update staff diaries
* Manage social media marketing campaigns and day-to-day activities including for Facebook and Twitter
* Plan and co-ordinate events and opportunities for training/information sharing including Graduation Ceremony and Conversation Cafes
* To deal with all callers to the office in a sensitive, courteous and appropriate manner and notify the relevant member of staff of their arrival
* To answer telephone calls, take accurate messages and pass them to the appropriate person.
* Provide a point of contact in the absence of the named staff member, to facilitate appointments/maintain contact/ongoing support
* To manage and allocate petty cash while keeping accurate records
* Arrange hospitality and catering for meetings as required
* Any other duties as discussed with Partnership Manager in relation to the role

**PERSON SPECIFICATION**

**Elevate Administrator**

**E = Essential D = Desirable**

**QUALIFICATIONS**

* + Office Administration / IT/ Business Administration E
	+ Standard Grade English E

**SKILLS**

* + Computer literacy E
	+ Good written and verbal communication skills E
	+ Time management skills E
	+ Interpersonal skills E
	+ Attention to detail E

**EXPERIENCE OF**

* + Minimum 2 years recent administration experience E
	+ Office administration experience in small/medium sized organisation E
	+ Experience of databases especially Microsoft Access relational

 databases with emphasis on development, querying and reporting E

* + Data processing / entry E
	+ Working effectively within a team D
	+ Event planning and organising D
	+ Managing social media D
	+ Experience of providing support and information to vulnerable people D
	+ Experience of reception /greeting visitors and clients and answering D

the telephone

**KNOWLEDGE OF**

* + Microsoft Word, Excel and Outlook E
	+ Microsoft Access E

**PERSONAL ATTRIBUTES**

* + Well organised E
	+ Focussed on accuracy E
	+ Commitment to Team Working E
	+ Professional attitude E
	+ Self-directed / proactive E