

# Baltic Street Adventure Playground

Job Title:	Finance and Evaluation Administrator
Location:	421 Baltic Street, G40 3EU
Responsible to:	Project Co-ordinator, Robert Kennedy
Initial Term:	3 month trial, extendable to a 1 year rolling contract.
Commitment:	16hrs per week, subject to availability of funding
Compensation:	£23,250 p/a pro rata, subject to availability of funding

## THE ORGANISATION

Baltic Street Adventure Playground (BSAP) is a permanent outdoor child-led space established in 2013 and run on democratic principles. The Playground is child-led: we put children at the heart of decision-making, growing their confidence, capacity for independent action and ability to affect change. We are a community hub that is responsive to the needs and ideas of the local people in Dalmarnock (many of whom work or volunteer at the Playground), offering: a safe place for children to play; a growing garden; planting and cooking workshops; provision of free food, and advice on where to seek further help for those in need.

Our current staff roster is: two fulltime project coordinators (who manage the day to day operation), two part-time playworkers, two sessional playworkers, and two fulltime early year workers. The team are supported by Truffle Pig (a grantwriting and business development consultancy), a volunteer team and a small board.

You can read more about our ethos and research into the benefits of adventure playgrounds, on our website: [www.balticstreetadventureplay.co.uk](http://www.balticstreetadventureplay.co.uk)

## THE ROLE

The last two years has seen the Playground go through a period of significant growth, and the establishment of the organisation as a charity. This role has been created to support the financial governance, planning and administration for the Playground, as well as assisting with the evaluation, reporting and communicating of our activities and vision.

Our visitors have more than doubled in the last year, with many reliant on our services for basic needs: our portfolio of funders has therefore also expanded, and the F&E Administrator will play a key role in collating and presenting information for this important stakeholder group. We need an enthusiastic and experienced person to help ensure we maintain best practice as we continue to grow: there is scope for the role to increase in hours, subject to funding availability.

### SPECIFIC DUTIES:

- Financial admin
  - Process and file receipts and invoices, including input into SAGE using appropriate internal cost centres and reference systems
  - Complete regular reconciliations of income and expenditure using SAGE, with reference to the fundraising budget

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- Assist in the preparation of paperwork for accountants to prepare annual accounts
- Keep OSCR and Companies House records accurate and up to date
- Financial budgeting and forecasting
  - Assist with creation of annual and quarterly budgets and forecasts for the organisation
  - Assist with creation of project specific budgets
  - Monitor cash flow, updating project, fundraising and organisational budgets and forecasts monthly
  - Track unrestricted and restricted grant spend
  - Meet with Project Co-ordinator and Truffle Pig to report on financial status and contribute to future funding strategy
- Evaluation
  - Maintain records of project & grant funding
  - Liaise with key staff to gather data needed for board and funding reports
  - Input and maintain data in Upshot, as well as supporting staff in same
  - Contribute to the design of new data collection mechanisms where appropriate
- Reporting
  - Monitor and highlight funding report deadlines
  - Prepare draft funding reports
  - Assist in preparation of Board reports
- Documentation
  - Create basic graphic representations of evaluation data, for use in reports and marketing
  - Create copy on our activities for social media and newsletter
  - Manage and populate image bank, for use in reports and marketing
- Team membership
  - Act as an engaged member of BSAP's team, supporting peers and contributing to our mission
  - Work closely with the Development Managers at Truffle Pig, to support the organisation's funding strategy
  - Enjoy your job, and have fun!

## TEAM DUTIES

All members of the Playground team are also involved in collective tasks:

Welcoming	Act as a welcoming, friendly and reassuring presence for all visitors
Registering	Encourage all new children to register, and assist with collection of attendance numbers
Safe-Guarding	Support the wellbeing of all children visiting the site, reporting any concerns immediately; uphold and contribute to our regularly reviewed child protection policies
Advocating	Ensure that all activities and decisions reflect the voices and the best interests of the community of children on the Playground. Be an advocate and champion for their needs, and represent these and their interests, at board level.

## THE PERSON

We are looking for a proactive, detail-orientated person to ensure the efficient and effective running of BSAP's financial and evaluation systems. You'll be comfortable monitoring and reporting on the activities of the organisation across multiple programme strands, with the confidence and skills to implement and improve systems to support said activity. The Finance and Evaluation Administrator will work closely with Truffle Pig consultants - often to their briefs - to compile data and assets (for both financial and promotional use) that progresses the funding strategy. With intimate knowledge of the full breadth of the organisation's activity, and drafting reports on same, this role is also uniquely positioned to support the Project Co-ordinator in our marketing and comms activity: the ability to write engaging copy, as well as familiarity with presenting data in a visual format, would be an advantage.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Skills and knowledge</b>	Ability to develop and administer (often complex) business support systems	Basic graphic design and layout skills, using Photoshop
	Excellent organisational skills, able to prioritise and balance a varied workload	Ability to create engaging and relevant copy, based on a brief
	Excellent communication and interpersonal skills, able to build relationships across a variety of stakeholders	Familiarity with Wordpress CMS, and updating websites
	Able to pull information together from across multiple projects, from multiple staff members and sources, into a coherent whole	Understanding of GDPR compliance
	Ability to explain financial information to non-financial staff, and carrying out basic training in organisational financial processes	
	Excellent IT skills, with fluency in Excel, Word, Outlook and common web browsers	
<b>Experience</b>	Strong book-keeping, budgeting and financial reporting experience	Familiarity with SAGE, particularly SAGE Business Cloud accounting
	Experience with computerised accounting packages	Experience designing and using evaluation tools
	Experience of third sector grant administration and reporting, including relationship management with project/grant funders	Knowledge of CRMs or data collection software, preferably Upshot
	Experience of working to tight deadlines, with a responsive, problem-solving approach	Experience working with volunteers and people who have experienced disadvantage
<b>Personal qualities</b>	Commitment to working with young people and/or vulnerable groups, whether in a personal, voluntary or professional capacity	A desire to help build anything from rabbit hutches to tree houses!
	Able to work autonomously and to take initiative	
	Flexible and responsive, happy to work collaboratively in a small team	
	Friendly, supportive and approachable	

We believe that children's lives are enriched by working with adults who have diverse life experiences: we actively encourage applications from individuals that may not have formal qualifications or a directly applicable work history. A proactive attitude and a commitment to the organisation and its ethos and mission, are as important as equivalent experience.

## HOW TO APPLY

Please apply with your CV and a cover letter describing your interest and suitability for the role. This should be sent to [info@balticstreetadventureplay.co.uk](mailto:info@balticstreetadventureplay.co.uk), with 'Finance and Evaluation Administrator' in the subject line. You should also complete our Equal Opportunities Monitoring Form. **The deadline is 9am on Mon 28th September:** if you have any questions, please email [info@balticstreetadventureplay.co.uk](mailto:info@balticstreetadventureplay.co.uk).

All suitably motivated and experienced applicants will be invited to interview, which are **currently planned for the w/c 5<sup>th</sup> of October**, during office hours: this may vary, subject to the fluctuation of our COVID response activity, which is often in response to urgent need. If you are unavailable during the w/c 5<sup>th</sup> October, or w/c 12<sup>th</sup> October, please indicate this in your covering letter. Unfortunately, we do not have the resources to respond to those who have not been selected for interview.

If you are able to, please also inform us of the length of any notice period on current employment, and any ongoing voluntary commitments which would impact on your start date: our hope is to invite our new Finance and Evaluation Administrator to begin work as soon as possible.

Successful applicants will be subject to a Disclosure check, which will be paid for by BSAP.

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