**Lothian Centre for Inclusive Living**

**Job Description**

**Post Title:** Administrator

**Post Salary:** AP2 pt 19 – pt 22

 Pro Rata 25hrs per week

 Monday – Friday

 10am – 3.30pm

**Responsible to:** HR & Office Coordinator

**Purpose of Post:** The Administrator will be the key administrative and organisational resource within the operations team of the organisation.

**Post Objective:** To provide administrative, clerical and IT support to all service areas of the organisation.

**Main Tasks and Duties**

**General Administrative Tasks & Duties**

* taking telephone calls and passing enquiries to the appropriate member of staff
* opening and logging incoming mail and franking outgoing mail
* converting information into formats suitable and accessible to service users, i.e. braille, large print, audio tape, computer disc.
* typing of various correspondence
* printing, collating and circulating information pack, newsletters etc
* assisting with management of PA recruitment service
* assisting with the PA database
* assisting with management of LCiL Membership database
* filing
* photocopying
* shredding confidential papers
* keeping electronic calendar(s) up to date for full staff meetings and Board meetings

**Recruitment Administration**

* Prepare application packs
* Prepare letters to candidates/referees as required
* Liaise with interview panels
* Organise room bookings and equipment for interviews

**Training/Events Administration**

* Collating bookings
* Booking rooms, venues/transport/Personal Assistants
* Preparation and printing materials
* Arranging catering
* Setting up required equipment
* Collating evaluation reports and creating charts

**Financial Administration**

* Support Finance Manager to implement credit control processes and procedures including credit control communication
* Shared responsibility of the Financial Management Support (FMS) service when the FMS administrator is off on leave/unavailable

**Data Administration/maintenance**

* Database data cleansing, input and retrieval (statistics/reports)
* Preparing distribution lists/labels/envelopes for mail shots etc.
* Assisting with annual renewal of organisation membership
* Scanning and uploading of paper files to cloud storage
* Destruction of paper files in line with GDPR

**Monitoring & Evaluation**

* Tasks relating to monitoring and evaluation for all services
* Collating and writing of annual organisation surveys

# Decisions Made in the Course of the Job

* Safeguarding the confidentiality of information with particular regard to payroll data, mail, and correspondence;
* Passing enquiries to the appropriate member of staff;
* Determining daily work priorities in consultation with the HR & Office Coordinator

# Supervision and Support Received

The post holder will receive regular supervision with the HR & Office Coordinator in accordance with the Terms and Conditions of service. The post holder will be expected to attend staff meetings, training courses, LCiL events or other meetings deemed appropriate to the function of the organisation.

**Contacts**

The Administrator will come into contact with a wide variety of people. This will either be via enquiries over the telephone, or by receiving people who come into the LCiL's offices. The post holder will therefore be expected to develop a general knowledge about LCIL's services / philosophy, and be able to communicate effectively and sensitively.

The range of contacts includes the following:

* Disabled people, their staff and their families
* LCiL’s Board of Directors, staff and members
* Local and national disability organisations
* Voluntary and charitable organisations
* Statutory bodies
* Local Authority and Health Board officials and representatives
* Government Departmental officials
* Suppliers of goods, services or equipment
* Private sector organisations.

# Complexity and Creativity

The Lothian Centre for Inclusive Living is an innovative and demanding initiative which has had a significant impact on the lives of disabled people, their families and the statutory authorities in the Lothian area.

The provision of support which enables disabled people to increase their level of self control in all aspects of their lives is highly complex. It requires sensitivity, an extensive knowledge of services which are available to disabled people and a wide knowledge of the concerns of disabled people.

The post holder would be required to take initiative on a wide range of tasks and work as part of a team to ensure the LCiL maintains an inclusive approach.

**It is essential that the post holder is able to work within an organisation which is led and managed by disabled people.**

November 2020