**Finn’s Place / Langside Parish Church**

**Administrative Assistant Post**

**Job Title:** Administrative Assistant – part time (20 hrs pw)

**Salary:** £16,085 pro rata

**Open Contract**

**Reports To:** Finn’s Place Community Development Director

**Overall Job Purpose:**  As the Administrative assistant of Finn’s Place you will support the Community Development Director to further develop the aims and objectives of Finn’s Place and Langside Church by carrying out the duties as described below.

**Key Tasks:**

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| Admin task for Langside Parish Church | Admin tasks for FP |
| Documents: compile weekly order of service.  Print/copy other necessary documents & publicity, as necessary. | Key holder: open & close the church for a combination of fixed hours + 1 weekend in 4 (Saturday or Sunday afternoon) as requested by FP Community Development Director and Church Officer. |
| Enquiries & Correspondence: monitor and manage email & telephone enquiries / mailing lists, newsletters - mailchimp / monitor attendance for services in line with Covid 19 guidelines / rotas updated regularly | Secretarial support to CDD – general enquiries, contact list updates, event bookings etc. |
| Maintenance and Consumables: office supplies, cleaning products, first aid supplies, photocopier, coffee machine, telephone, wi-fi. | Activity programme: prepare folders for sessions, record cash & attendance, feedback & equality statistics |
| Act as a point of contact passing information / news to relevant people e.g. Minister, Treasurer, FP Community Development Director | Finance: record cash income/expenditure, manage use of card payment system, balance monthly bank statement with accounts. |
| Room bookings: enquiries / contracts / invoicing/ Maintain contact list for hall users | Refreshments: monitor teas, coffees etc & replenish as necessary |
| Social media & websites: keep up to date.  Manage online access to services – youtube, facebook, zoom, switcher studio, etc. | Other: any other task which may be deemed necessary by the FP CDD. |
| Finance: Make up invoices for room hire and other services. Manage petty cash & maintain accurate record of expenditure |  |
| Property: Liaise with Property convenor on repairs and maintenance. |  |

**Person Specification**

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| **Experience / Skills** | **Essential / Desirable** | **Assessment** |
| ***Either*** hold a relevant qualification at SCQF level 7, e.g. HNC Office Studies or Business Administration ***or*** have a minimum of 2 years work experience that can be shown to be relevant. | Essential | Application Form |
| Experience of working to deadlines on own initiative & as part of a small team. | Essential | Application Form & Interview |
| Ability to use IT resources e.g. Word, Excel, PowerPoint, Gmail, updating websites, social media & a willingness to build on existing skills. | Essential |  |
| Well-developed written & oral communication skills + general level of numeracy & literacy. | Essential | Application Form & Interview |
| Excellent organisational skills. | Essential |  |
| To understand & apply LPC & FP equal opportunities, H&S & confidentiality policies. | Essential |  |
| To work within the framework of the Data Protection Act. | Essential |  |
| Sympathetic to the aims and ethos of both LPC and Finn’s Place. | Essential |  |
| Willingness to occasionally work out with normal hours. Remunerated in the form of time off in lieu to be agreed with the Line Manager. | Essential |  |
| Conscious that those using LPC & FP may be termed vulnerable adults. | Essential |  |
| Participate in regular supervision, appraisal & other meetings or training course as required. | Essential |  |
| Using financial systems e.g. processing & handling invoices & petty cash, and balancing accounts. | Desirable |  |
| Monitoring & reporting income & expenditure. | Desirable |  |