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JOB DESCRIPTION: **P/T** **Administrator (initially 12-month fixed term)**

Responsible to: Legal Service Manager

Location: Home based/Glasgow City Centre

Salary: £20,000 pro rata

Hours: 21 hours/3 days a week. Flexible work patterns will also be considered.

About Senscot Legal:

Senscot was set up in 2010 to provide affordable, approachable, and accessible legal advice and support to social enterprises, charities and the wider third sector in Scotland.

We are looking for an Administrator to support the Legal Services Manager. The role will be home based for the time being and then office based when it is safe to do so. Our office is based in Central Glasgow and is walking distance from all transport links into the City Centre.

The Role:

The role is to provide administrative support to the Legal Services Manager to enable optimum efficiency. The Administrator will be expected to cover a broad range of tasks and responsibilities, from ensuring the smooth running of the activities and offering PA support to the Legal Services Manager. The role will also include preparing legal documents to engaging with people and organisations across Scotland offering support and advising them of the services provided. This will include but will not be limited to the main responsibilities given below:

Main Responsibilities:

* Make appointments, arrange meetings, travel and to maintain an up-to-date diary for the Legal Services Manager.
* To attend clients both in person and on the telephone/zoom calls and to provide such support in a professional and courteous manner.
* Follow up emails to clients.
* Opening/closing/admin matters on LEAP case management system.
* Creating and maintaining filing on SharePoint.
* Word processing duties include the preparation of correspondence and legal documents.
* Preparation of mail for dispatch.
* To carry out general office duties which includes a reception service when office based.
* Undertake general office duties e.g. photocopying/scanning.
* Setting up meetings and organising events.
* Contributing as an integral member of the team to the development and success of Senscot Legal– to include:
  + Remaining up to date with changes to the law/policy level development
  + Offering ideas and taking initiative within the team
  + Representing the Organisation externally
* Website maintenance/update with current news/interest content
* Social media updates
* Light finance administration duties to include:
  + Invoicing clients
  + Credit Control
* To do all such things which are ancillary, necessary and conducive to the role and responsibilities outlined above.

Person Specification:

A high degree of self-management and initiative is expected, and the candidate must have the ability to work under pressure, be flexible and adaptable to cope with peaks of activity and workload. The candidate must have had administration experiece in the past and should be able to work autonomously with with excellent time management skills. In particular: -

## Knowledge:

* Knowledge of Microsoft Word, Excel, PowerPoint, SharePoint and electronic diary management.
* A knowledge of office procedures.

## Skills:

* Highly organised and efficient.
* Able to prioritise and carry out administrative tasks independently.
* Shows initiative and takes personal responsibility for completing tasks.
* Able to communicate with others courteously.
* Able to pay attention to detail.
* Able to write clearly and professionally, with correct grammar and punctuation.
* Able to work under pressure on occasions, to achieve administrative deadlines.
* Able to type quickly and accurately.

## Experience:

* Previous experience of administration and finance (in paid or unpaid work), including drafting correspondence independently; diary management; and dealing with a variety of administrative matters simultaneously.
* Experience working in a legal environment or within the third sector is desirable but not essential.

Qualifications:

* No specific qualifications required.