



JOB DESCRIPTION

1. ORGANISATION

POST TITLE: Administrator / Project Assistant

LOCATION: Scotland, Remote working likely

STATUS: Full time, 37 hours per week, fixed term contract for two years with possible extension on confirmation of funding

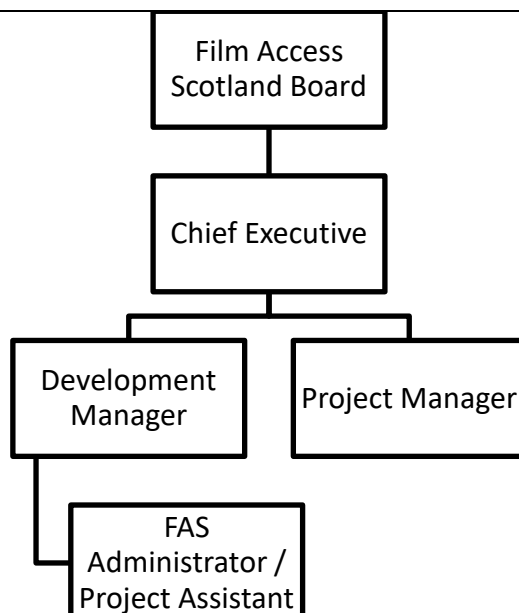
SALARY: £20,000 - £22,000 p/a

2. JOB PURPOSE

The Administrator / Project Assistant is responsible for supporting the Chief Executive and Development Manager in the administrative function of Film Access Scotland, supporting both the organisation and its membership, as well as providing support to other Film Access Scotland projects.

In the administrative function the role will provide robust administrative services for Film Access Scotland, be the first point of contact for enquiries, and support an efficient, well-organised and connected membership organisation. In the project assistant function the role will provide assistance to all Film Access Scotland projects, assisting Project Managers and member organisations in the coordination of national film access projects.

3. REPORTING RELATIONSHIPS



4. MAJOR TASKS

- 4.1 Administration of Film Access Scotland
- 4.2 Administration of the Film Access Scotland membership
- 4.3 Assisting with Film Access Scotland projects

5. ACTIVITIES

5.1 Administration of Film Access Scotland:

- 5.1.1 Manage mail, telephone calls, and general company email inbox replies in a professional and timely manner.
- 5.1.2 Be the hub for organisation communications between Film Access Scotland's core team, membership organisations, Project Managers and freelance film educators, information sharing, organising meetings as appropriate.
- 5.1.3 Maintain organisational records, including processing spreadsheet/excel data for activity monitoring and reporting.
- 5.1.4 Develop and maintain good governance procedures, effective administration in accordance with the Film Access Scotland Constitution, compliance with legislation, laws and regulations that govern the organisation, schedule and attend meetings, create agendas and take minutes
- 5.1.5 Develop and maintain membership procedures, databases,
- 5.1.6 Support staff and freelance project staff in IT and company systems. Where necessary set up new user IT profiles and email addresses, basic configuration of computers, printers and internet and troubleshooting of systems
- 5.1.7 Ensure all relevant administrative paperwork is in place including contracts for staff and freelancers.
- 5.1.8 Process and record income and expenditure according to the organisation's financial systems.
- 5.1.9 Provide financial support including petty cash, expenses, sales, bookings, payments and reporting.
- 5.1.10 Ensure all communication processes are GDPR compliant

5.2 Administration of the Film Access Scotland membership:

- 5.2.1 Develop and implement communication channels and activities to ensure a smooth membership sign up and payment process
- 5.2.2 Develop membership engagement and communications, through posting news on social channels, news posts on website, distribution of Film Access Scotland updates and newsletters
- 5.2.3 Ensuring well-informed answers to membership enquiries, cost efficiency and system development
- 5.2.4 Welcoming and informing new and prospective members
- 5.2.5 Gathering structured feedback after events and projects with members, national/regional feedback and follow-up meetings
- 5.2.6 Development and implementation of membership analysis to ensure regular reporting on the membership flow and membership activity

5.3 Project Assistant:

- 5.3.1 Coordinate and assist with project activities, resources, equipment and information. This will range from assisting in organising training and events, to liaising and communicating with film tutors, external organisations and Film Access Scotland member organisation, to processing online submissions
- 5.3.2 Liaise with senior staff to identify and define requirements, scope and objectives for opportunities such as the FANS Youth Film Festival and other projects
- 5.3.3 Monitor project progress alongside Project Manager and handle issues as they arise
- 5.3.4 Communicate project status on ongoing basis to all team members, partners or participants
- 5.3.5 Assist in preparing appropriate paperwork (e.g. contracts, bursaries, funding applications)
- 5.3.6 Create and maintain adequate project documentation, plans and reports for Film Access Scotland, its Board and funders
- 5.3.7 Use online and web publishing tools and databases/CRM to update website
- 5.3.8 Monitor social media channels and create posts
- 5.3.9 Organise Film Access Scotland events in consultation with Project Manager and Development Manager

Person Specification**Job Title:** Administrator / Project Assistant**Salary:** £20,000 - £22,000 p/a

CRITERIA	ESSENTIAL	DESIRABLE
1. EXPERIENCE	<p>Proven track record of experience in administrative role in an arts organisation or sector membership body</p> <p>Proven track record of experience as a project assistant in an arts organisation or sector membership body</p> <p>Confidence with all basic office and IT systems, with experience working with spreadsheets and databases</p> <p>Experience of working with social media channels and online content, high web literacy</p> <p>Experience of liaising with internal and external partners and stakeholders.</p> <p>Experience maintaining accurate and up to date financial records to conform with Companies House, OSCR and funders' requirements.</p>	<p>Experience of working with socially engaged arts projects</p> <p>Interest in and commitment to film access and community filmmaking</p> <p>Knowledge of membership organisations in the arts</p>
2. SPECIAL SKILLS/ APTITUDES	<p>Ability to work to a high standard and ensure deadlines and targets are met</p> <p>Day-to-day operational and logistical skills and a clear, effective communicator</p> <p>A flexible approach to work with excellent organisation skills, the ability to manage multiple priorities and deadlines</p> <p>A collaborative team player able to connect and work in partnership with others, internally and externally as well as working on own initiative.</p> <p>Excellent written and communication skills</p> <p>Excellent Planning and work management skills</p>	<p>Awareness of working practices that promote equal opportunities</p>
3. PERSONAL QUALITIES	<p>Proven commitment to Equality, Diversity and Inclusion</p>	