

DUNDEE BLIND & PARTIALLY SIGHTED SOCIETY

JOB DESCRIPTION – ADMINISTRATOR

SALARY SCALE - £19945 – £21589 (pro-rata)

25 hours per week

Monday to Friday, 10am – 3pm initially with flexibility if required

Occasional evening hours may be required.

CLOSING DATE – 19th July 2021

RESPONSIBLE TO: The CEO

QUALIFICATIONS: 5 years relevant experience and preferably an HNC in Administration/IT or Business

JOB ROLES:

Daily running of the office and all associated administration and implementing policies and procedures

Overseeing reception and being first point of contact for callers/visitors

Responsible for managing petty cash and sales/purchase invoice processing and updating SAGE.

Manage Memberships, issue annual membership invoices and monitor lapsed memberships etc

Assist CEO with marketing and PR including website management, producing quarterly newsletter, producing event flyers, writing press releases and assisting social media ie Facebook & Twitter

ACT! Database Management and compliance of GDPR

Manage room hire bookings

Transportation of Members when required

Attend Members social activities events when required

OTHER DUTIES :

This Job Description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

APPLICANT PREFERENCE: Due to the advanced age and vulnerability of the majority of our Members, it would be preferable for applicants to being fully vaccinated against COVID-19 although this will not be a prejudicial factor in our decision of the successful applicant.

Must hold a clean Full UK driving licence

Must be willing to undertake a PVG disclosure

JOB BENEFITS: 20 days Annual Leave and 12 Public holidays (pro-rata), contributory pension scheme, friendly and welcoming team, complimentary refreshments, opportunity to undertake further training if required.