

## Job Description – Cosy Kingdom Admin Assistant



**Greener  
Kirkcaldy**

<b>Responsible to</b>	Office Manager
<b>Salary</b>	In the range £18,018 to £19,110
<b>Hours of work</b>	35 hours per week, including some evenings and occasional Saturday work*
<b>Place of work</b>	Greener Kirkcaldy project office
<b>Contract</b>	Fixed term to 31 <sup>st</sup> March 2023 initially, with possibility of extension
<b>Holiday</b>	33 days, inclusive of public holidays, per annum

### Job purpose

You will be responsible for providing admin assistance to the Cosy Kingdom Project, which helps households in Fife keep warm and save money by giving tailored home energy advice.

The team consists of a Project Manager, 6 x Energy Advisors, and 2 x Administrators.

Your role will be to work alongside the Administrators to ensure comprehensive service delivery.

### Specific responsibilities

- Dealing with telephone and email enquiries from the general public, statutory and voluntary agencies
- Taking and distributing team meeting minutes
- Booking home energy advice visits via telephone, email, FORT database and face to face
- Populating the Energy Advisors calendars
- Collecting information and updating databases
- Supporting the team to keep paperwork up to date, and to adhere to Greener Kirkcaldy's quality management systems

- Providing basic IT support to the team
- Assisting with the arrangement of events and meetings

### **General responsibilities**

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues in the local area
- To comply fully with the organisation's ethos, policies and procedures and relevant legislation
- To ensure the office is run in an environmentally friendly way
- To undertake other duties in line with the job purpose

\* Greener Kirkcaldy operates a 'time off in lieu' policy for any work outwith office hours.