



Job Description: Administrator

Post: Administrator
Hours: Full-time or part-time hours to be agreed
Salary: OPFS scale points 13 - 17 £22542 - £27552 for full time
Location: Edinburgh
Reports to: Project Officer

Role and Responsibilities

The post holder is responsible to the Project Officer for the administration functions of OPFS headquarters in Edinburgh and wider support to staff across the organisation.

Key Tasks

- **Administration:** Ensuring effective and efficient administration for OPFS HQ. Liaising with service administrators and managers to collect information related to advertising, personnel or recruitment. Providing administrative support for Senior Leadership Team. Maintain document storage in line with OPFS data retention policy and procedures arranging confidential destruction and archiving as appropriate.
- **Reception:** Covering the reception area, meeting and greeting visitors, dealing with walk in enquiries and deliveries and suppliers. Answering the phones, signposting referrals, responding to the generic OPFS email.
- **Personnel:** Create and maintain accurate and secure records for all staff employed by OPFS ensuring that a complete and up to date record is kept for all staff, present and past, in paper form and on Salesforce. Ensure all staff are issued with letters of appointment and change of terms and conditions letters as instructed. Updating all employee contact information as and when required.
- **PVGs and Disclosures:** Advising new applicants and existing employees on PVG and Disclosure applications for OPFS, ensuring that the correct processes and procedures are followed, and the respective managers are informed of the outcomes. Ensuring security and confidentiality of all relevant information.
- **Recruitment:** Manage all centralised recruitment for OPFS staff in consultation with the appropriate service manager. This will include collation of all relevant information on the role, Job Description etc., placing of adverts as appropriate and cost effective, including OPFS website, presenting applications for shortlisting, responding to candidates and organising interviews. Act as first point of contact for candidates and agencies. Produce documents as required by the interview panel, set up of interview space, including and IT equipment required, for interviews in Edinburgh. Co-ordinating induction programmes for new staff as appropriate to their role.

- **IT:** Purchasing equipment (laptops and mobile phones) and acting as main internal contact and support for staff with simple IT issues, advising of appropriate external support as required. Ensuring all IT equipment and software at HQ functions and is fit for purpose. Assisting staff with OPFS SharePoint permissions.
- **Event, meeting and conference organisation:** providing administrative functions for meetings, including arranging rooms, invitations and minute taking., Coordinating OPFS conferences and events, arranging appropriate publicity, adequate space and appropriate refreshments.
- **Properties:** ensuring the smooth operation of the office in terms of repairs and maintenance. Assisting the Project Officer and Admin team with arranging any reorganisation of office space, including any necessary wiring, IT requirements, heating, lighting, and other utilities, redecoration and required flooring, and any furniture needs.
- **Reviewing suppliers:** Carrying out regular reviews of all suppliers, including utility providers, towards the end of contracts or annually to ensure best value for all purchases.
- **Health & Safety:** Assisting the Project Officer in ensuring that the HQ premises is compliant in all aspects of health and safety regulations. Act as the designated fire warden ensuring appropriate training and drills are performed and documented regularly. Act as a First Aider and Fire warden in HQ
- Any other duties relevant to the post or organisation as requested by the OPFS Directorate.

The job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties. It is recognised that jobs change and evolve over time.

Personal Specifications

Essential

- **Qualifications:** Relevant qualification to HNC level or equivalent relevant experience.
- Demonstrable experience of working in a busy office
- Excellent IT skills and good working knowledge of Microsoft systems
- Self-motivated
- Good organisational skills
- Good interpersonal and communication skills
- Commitment to continuous professional development



Desirable

- Experience of working in the Third Sector
- Understanding of single parent challenges

Terms & conditions

- **Confirmation of appointment:** This is a permanent appointment. Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period ending when a probationary review has been completed.
- **Salary: OPFS Scale Points 13 - 17 £22542 - £27552 for full time**
- **Hours of work:** Hours of work by mutual agreement. Contract will be for 21 – 35 hours per week, worked flexibly to meet the demands of the job
- **Holidays:** Annual leave entitlement is 25 days and 12 public holidays.
- **Pension:** You will be auto enrolled in our pension scheme with a 3% contribution from you and 7% from OPFS.
- **Training and support and supervision:** You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals. Regular team meetings will be held and staff have access to internal and external training.
- **Equal opportunities and Family Friendly Employment:** OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors In People status.
- **Recruitment timetable:** The closing date is 6th April 2022 at 5pm. Please download an application form from our website <https://opfs.org.uk/get-involved/work-with-us/>.

Please send a completed application form to jobs@opfs.org.uk. Please contact us on 0131 556 3899.

