

Business Support Admin Information Pack

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Job Details

Job title: Business Support Admin

Reporting to: Director

Direct Line Reports: None

Contract Type: Permanent contract

Hours: 37.5 hours per week

Work Pattern: Monday – Friday 09:00-17:00 (start and finish times are flexible)

Salary: £20,000 - £23,000

Location: New Lairdship Yards, Broomhouse Road, Edinburgh, EH11 3UY

The Application Process

Application deadline: 12noon, Monday 9 May 2022

Interview date: Interviews will be offered as applications are received

Interview location: In person, Edinburgh.

Interview format: 45-minute interview

Please email your CV and cover letter to recruitment@edinburghfoodproject.org

About Edinburgh Food Project

Edinburgh Food Project was established in 2012 with the aim of reducing the effects of food poverty in Edinburgh by providing emergency food parcels to those in the community most in need. Over the last three years, we have been transitioning our 7 foodbank centres into “More than Food” hubs to allow our clients to access dedicated support to help them with their immediate and underlying problems to reduce/eliminate their need for food bank assistance and build their financial resilience for the future.

Edinburgh Food Project are now going through a period of change, developing their strategy to reflect the Scottish Government Consultation: Ending the need for foodbanks, and the Poverty Commission’s Report, A Just Capital.

Job Description

Purpose of Role:

Working closely with the Management team, the Business Support Admin is a key role within Edinburgh Food Project. As a small charitable organisation we need an experienced individual to develop and maintain robust administrative and office systems, to ensure the smooth operation of the organisation.

Responsibilities

General Administration

- Provide the provision of an effective, service user friendly reception service.
- Ensure the smooth running of the office so that all services are operating optimally (IT, broadband, telephone, other utilities) and that supplies like stationery are kept replenished.
- Providing team support – for example, managing diaries, booking travel, booking key events, minute staff meetings and collate updates for social media/website/newsletters
- Have responsibility for updating the website, social media and padlet, and collate the internal newsletter
- Provide additional cover to the referrals administrator
- Ensuring stock in/out is recorded accurately and timely

Financial and Fundraising Administration

Support the Finance and Compliance Lead and the Fundraiser by:

- Ensuring cash is counted in an accurate and timely way
- Ensuring income is banked in a timely, safe and secure way.
- Ensuring staff and volunteer expenses are paid in a timely manner according to EFP's policies and procedures
- Ensuring staff timesheet, annual leave and sick days are processed in accordance with EFP's policies and procedures
- Ensuring donor thank you letters annual group certificates

HR Administration

Support the Director by:

- Ensuring staff training is up to date
- Ensuring policies and procedures are issues promptly and update on various systems
- Ensuring staff recruitment is widely advertised
- Ensuring annual reviews are issued promptly

Person Specification

Essential criteria

- Experience within a fast paced office environment
- Ability to work independently, under pressure, and with limited resources when required
- Excellent communication and IT skills
- Excellent planning and organizational skills
- Ability to prioritize weekly/daily workload within a fast changing environment

Desirable Criteria

- Experience and understanding of the voluntary sector
- Demonstrable commitment to the aims and principles of Edinburgh Food Project

Entitlement to work in the UK

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made. Please note that Edinburgh Food Project does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

Employee Benefits

Compensation

- We are an accredited Living Wage Employer!
- Competitive salary



Holiday

- 34 days annual leave, which includes 9 bank holidays.

Pension

- We'll automatically enroll you into our pension scheme
- We offer a 4% minimum employer contribution and will match your contribution up to a maximum of 8%
- You'll need to pay at least 4% too, but you can opt to add more for the tax benefits!
- You can opt out if you'd prefer not to have a pension at all

Health and Wellbeing

- Generous paid sick leave for both physical and mental health.
- 1 week full pay, in your probationary period
- 4 weeks full pay and 4 weeks half pay thereafter

Family

- Maternity pay – 1st 16 weeks full pay, 2nd 16 weeks half pay
- Paternity pay – 5 weeks full pay
- Paid adoption and shared paternal leave also available.

Business Travel

- 0.45p per mile paid for business travel

Learning

- Learning budget for training courses and conferences.

