

**Human Resources & Administration Coordinator**

**Job Description**

ENABLE Glasgow is a small/medium sized third sector organisation and registered charity which provides a range of services to people with learning disabilities and their carers in Glasgow. The Human Resources and Administration Coordinator leads a small administrative team at our central office, and is directly responsible to the Chief Executive Officer. The main aspects of the role are as follows:

**General**

* To coordinate the administration function at our central office, and to supervise a small administrative staff team.
* To develop and maintain central recording systems for human resource management information, such as sickness records, holiday records and staff details.
* To liaise with external organisations in the context of the role.
* To report to the Chief Executive Officer, and other senior staff as appropriate.

**Specific**

* To devise and maintain administration systems.
* To supervise other administrative staff.
* To liaise effectively with administrative staff in our service units, and with service managers in these units.
* Design and maintenance of appropriate filing systems, including electronic and paper information management.
* Liaison with suppliers, public bodies, and regulatory agencies.
* To record and maintain human resource management information.
* To work closely with finance staff in the context of HRM systems, especially in relation to payroll processing.
* Facilitating ongoing contact with the organisation’s membership.
* Playing a central role in the maintenance of databases, such as staff records, service user records, and membership records.
* To undertake a project management role in situations which relate to our administrative and financial functions.
* To present a positive image of the organisation and of learning disability in general.
* To be aware of and uphold the aims and objectives of ENABLE Glasgow in the context of the post.
* To undertake necessary training.
* Any other tasks that may be reasonably considered to be within the remit of the post.



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**Person Specification**

**Essential**

* The skill and experience to play a lead role in the administration function of the organisation
* Good organisational ability, and recent experience in an administrative function.
* The ability to work effectively as part of a small staff team.
* A positive approach to staff supervision, and the ability to communicate effectively.
* The ability to work on own initiative and to manage time sensitive tasks.
* Ability to demonstrate a proactive and imaginative outlook in the context of the post.
* Proficiency in MS Word, MS Outlook and MS Access.
* Working ability with MS Excel.
* A commitment to the welfare and human rights of people who have a learning disability.

**Desirable**

* Experience in a charity/voluntary sector setting.