



## **Play Scotland**

**Job title:** Executive Assistant & Administrator

**Responsible to:** Chief Executive Officer in first instance

**Hours:** 10 hours per week (flexible\*)

**Location:** Remote / home working with access to an office in central Edinburgh\*\*

**Salary:** £19,000 - £24,000 pro rata

**Deadline:** Midnight on Sunday 24<sup>th</sup> July

**Interviews:** Thursday 4<sup>th</sup> August on zoom

## **About Play Scotland**

Play Scotland is the lead organisation for the development and promotion of children and young people's play in Scotland. We work strategically to make the child's right to play a reality so that all children can reach their full potential and be able to confidently inhabit an inclusive public realm, as well as help shape child friendly communities.

The work of Play Scotland is underpinned by the UN convention on the Rights of the Child, Article 31, which states: "State parties recognise the right of every child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts."

For more about Play Scotland see [www.playscotland.org](http://www.playscotland.org)

## **Accessibility**

We value the benefit diversity and inclusion brings and we welcome information on any reasonable adjustment we can make to ensure you can fully participate. For example, this may be extra time for an interview, or access to this information in different formats. Please contact [info@playscotland.org](mailto:info@playscotland.org) to discuss.

We are a Disability Confident Committed organisation. This means that a disabled person who meets the essential criteria for this vacancy will be offered an interview. If you would like your application to be considered under the Disability Confident scheme, then please include in your email - 'My application should be considered under the Disability Confident scheme.'

NB: there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. For example: in certain recruitment situations such as a high number of applications. In these instances, we may need to limit the overall number of interviews offered to both disabled people and non-disabled people. In these circumstances, we will select the disabled



candidates who best meet the minimum criteria for the job rather than all of those that meet the minimum criteria.



## About the post

Reporting directly to the CEO, you will be responsible for supporting the CEO and Director of Projects by managing their time, diary, and priorities, liaising with the internal team, board and external stakeholders using judgement and authority.

In addition, you will work closely with the CEO, to offer full administrative support for existing work and other upcoming projects.

This is a fixed term post until the end of March 2023, with the possibility of extension subject to funding.

Start date is negotiable, available from August 2022.

## Key Duties

The Executive Assistant and project administrator's key duties will be to:

- Provide high-level support to the CEO to make sure their agenda, priorities and objectives are met – including strategic diary and inbox management and organising travel across Scotland and UK.
- Be an informed contact for the CEO and manage internal and external enquiries in a professional manner liaising with key internal and external contacts.
- Share the CEO's calendar and priorities in advance with the wider team for communications purposes.
- Arrange, attend meetings and provide administrative support as required including finding suitable dates and times for all meeting members, location or zoom management and other communications with stakeholders.



## **Essential criteria**

You will have knowledge and experience in all the areas below:

- Experience as an Executive Assistant
- IT literate and confident using Microsoft Word, PowerPoint, Outlook, and Excel, and conferencing software such as Microsoft Teams and Zoom.
- Experience of complex diary management, travel planning, and demonstrable experience of office-based administrative work
- Experience of internal and external meeting support including - organising meetings, preparing agendas, drafting of reports, minute taking, and communications.
- Experience of organising and prioritising own workload on a day-to-day basis, implementing own work plan and being adaptable and responsive to changing needs to the work of the team.
- Experience of project support and project management
- Have excellent attention to detail.

## **Desirable criteria**

It would also be beneficial if you could demonstrate an interest or knowledge of:

- Knowledge or previous experience in the children and young people's sector., including play and children's rights in the Scottish and UK-wide context.
- Occupational standards and/or vocational qualifications in Scotland and the UK.



### **\*Flexible working**

We would expect good flexibility between 9-5 pm to attend project meetings. These meetings will be planned in advance, and you will oversee the doodle poll to find the date/time. In addition, there will be regular team meetings that will be decided in advance. Aside from these meetings, hours can be worked flexibly as and when suits the post holder and CEO. However, it would be preferred if you were able to have a daily input.

Hours are usually worked Monday to Friday and are to be agreed with line manager. Ability to attend evening meetings including occasional weekend events and to travel within Scotland occasionally as required.

Annual Leave Entitlement: 32 days (pro-rata) (including bank holidays; Christmas Day, Boxing Day and New Year's Day are mandatory days off)

### **\*\*Home Working / Office Space**

Currently, Play Scotland staff all work remotely most days, but there may be a requirement to attend the office or a particular venue for some meetings.

We can provide equipment for home working (such as a laptop or desk equipment).

### **How to apply**

Please send a CV (max 2 sides of A4) and a cover letter (max 1 side of A4) to [info@playscotland.org](mailto:info@playscotland.org) with the subject line 'Application: Executive Assistant & Administrator'.

The deadline for applications is midnight on Sunday 24<sup>th</sup> of July.

Interviews will be held on zoom on Thursday 4<sup>th</sup> August.