|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Admin Officer | Location: | Buccleuch House Newcastleton |
| Level/Salary Range: | £22.5k - £25k pro rata, depending on experience | Position Type: | Part time 20 hrs/week |
| Closing Date | 5pm Oct 14th, 2022 | | |
| Applications Accepted By: | | | |

|  |
| --- |
| Email: [barbara.elborn@newcastletoncommunitytrust.co.uk](mailto:barbara.elborn@newcastletoncommunitytrust.co.uk) Subject: Admin Officer Job Application |

|  |
| --- |
| Job Description |
| **What is the overall purpose of the role?**  To ensure the smooth running of the NDCT office and Buccleuch House on a day-to-day basis. Buccleuch House is home to Newcastleton’s Community hub providing outreach and learning services sustained by its 14-bed bunkhouse and commercial laundry. Working with the Finance Admin Offer to administratively support the Newcastleton & District Community Trust to plan and manage a variety of joined up projects within the larger community development plan.  **Key activities and responsibilities**   * Provide ‘Front of House’ support at Buccleuch House * Organise meetings, events, and hospitality * Oversee social media and other marketing platforms * Able to learn new processes quickly and manage online software programs with confidence (training will be provided for relevant areas) * Create staff rotas, manage holiday cover etc. * Manage databases in accordance with GDPR * Organise/manage correspondence, complaints, and queries, ensuring follow-up from relevant member of staff/trustee * Prepare letters, presentations, and reports * Ensure health and safety policies are up to date * Oversee PVG membership and paperwork * Attend meetings with management and trustees * Carry out relevant research and create reports * Stay informed on legislation, local and national issues, and best practice * Ensure procedures are followed across the organisation and that the safeguarding of people is paramount * Carry out all duties in accordance with NDCT policies on Health and Safety, Confidentiality, Child Protection and Data Protection, and within relevant legislation. * Carry out other duties commensurate with the role, as may be deemed reasonable by N&DCT, including covering other duties if such a need arises * Covering when the Finance Admin Officer is on leave * Willing to work flexibly with the staff team when needs arise   **Person Specification**  You are   * Positive and self-motivated, able to work both independently and as part of a team * Flexible and adaptable (we will develop as we learn) * Resilient and calm under pressure * Positive about embracing challenge and change, open to new ideas, reflective practice and working with other others in a spirit of partnership * A believer in strongly supportive environments, sharing and being open with colleagues * Sincere, reliable, trustworthy, and discreet * Approachable and welcoming * Respectful and articulate * Well-organised, practical, and logical   You have   * Previous office-based, secretarial, or customer-facing work experience * Excellent communication skills with the ability and confidence to establish positive relationships * Excellent organisational and administrative skills * Proficiency and knowledge of software packages such as Microsoft Office, Teams, Zoom etc * Strong literacy skills with the ability to write reports and evaluations * Strong attention to detail and desire for excellence * Excellent time-management skills to prioritise effectively and multi-task * Initiative, problem solving skills, and a ‘can do’ attitude * Experience of working in small communities and Third Sector organisations. * (desirable) Formal training in a relevant area   You can   * Communicate well and build rapport easily * Operate within professional boundaries when developing and maintaining relationships with people * Engage in learning and development activity to increase knowledge and skills |
| About Newcastleton and District Community Trust NEWCASTLETON is a small remote rural community of 762 people, we refer to ourselves as a landlocked island, often cut off from neighbours due to power cuts, road closures or weather events. As a result, we are a tough, resilient tight-knit community who work collaboratively to get things done.  Newcastleton & District Community Trust was formed in 2015. It is a membership organisation open to all aged 16+ within catchment of Newcastleton and Upper Liddesdale & Hermitage. A geographic region of 1,200 square miles. Priorities are set by local people for the benefit of the whole community and all our projects are based on sustainable outcomes. Principles of dignity, fairness and respect are built into all aspects of our engagement process and service delivery. We are a Charity and a Ltd Company.  We aim to:   * Regenerate of the community by the maintenance or improvement of the physical, social, and economic infrastructure * Assist people who are at a disadvantage because of their social and economic circumstances through the provision of localised services and support * Provide leadership within the community, developing initiatives that make us fit for the future * Advance educational and recreational opportunities by developing strategic community spaces and facilitating development programmes and activities   Find out more about the Trust, and relevant projects, including Buccleuch House, here: <https://livenewcastleton.com/regeneration/> |
| To apply for this post please forward your CV and summary of relevant experience no longer than a page of A4 to [barbara.elborn@newcastletoncommunitytrust.co.uk](mailto:barbara.elborn@newcastletoncommunitytrust.co.uk) no later than 5pm on Friday Oct 14th.  Interviews, ideally in person, will be held w/c Oct 17th |

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |