



## JOB DESCRIPTION

<b>Post:</b>	Administration Officer
<b>Location:</b>	Fintry Village (Mainly working from home) Initial training in Fintry
<b>Responsible to:</b>	FDT Manager & FDT Board
<b>Salary:</b>	12 hours flexi time £12 x 12 = £144 per week x 52 = £624 per month (£7,488 p.a.)
<b>Hours:</b>	12 hours per week. No overtime paid, but flexible working and time off in lieu may be taken when agreed with line manager.  The Trust is under a period of growth and there may be opportunity in the future to increase number of working hours.
<b>Leave:</b>	28 days p/a pro rata plus additional 4 Christmas bank holidays
<b>Probationary period:</b>	3 months

### Purpose of Post:

- To work with the Board and staff in the delivery of key administration tasks in line with aims and objectives of the Trust
- To manage Fintry grant applications in accordance with set criteria and present successful applications to the Board
- To keep all necessary records required for the Fintry Grant Schemes
- To manage FDT fuel discount scheme.

### Specific Tasks

The following is a summary of the main tasks:

- Responsible for the day-to-day administration needs for the Trust.
- First point of contact for FDT grant applications, fuel grants and general enquiries
- Responsibility for website updates and social media content as approved by FDT Manager and Board
- Monitoring responses and inquiries via social media and website.
- Provide weekly reports of activities undertaken.
- Ensure the organisation's policies are updated as necessary.
- Ensure all organisation records are maintained and kept current
- Manage the calendar, meetings, and communications within the Trust
- To complete any other duties that may be reasonably required.

# Person Specification

## **Essential**

- Management of own workload
- Professionalism and confidentiality.
- Knowledge of Outlook, Teams, Zoom.
- Organisational and administration skills.
- Excellent communication skills
- Flexibility and engagement.
- Patience and sense of humour.

- **Desirable:**

- Knowledge of Fintry Development Trust and it's aims and objectives
- Experience of working with community organisations
- A strong interest in sustainability, the environment, and carbon reduction.
- Working knowledge of using social media forums and website uploads (WordPress/Squarespace)

- **Skills and Experience**

- Experience of IT, social media, and website management.(Additional training will be provided)
- Experience of flexible working.
- Accurate & Timely reporting
- Ability to manage administrative systems
- Analytical, solutions focused problem solving skills
- Communication: report writing skills, presentations, verbal
- Current drivers' licence
- Ability to work with trustees and other staff as a team member.

- **Working environment**

- FDT currently have a working from home policy.
- Initially you will be required to work in Fintry for training and familiarisation.
- As Fintry village is the base of FDT you will be expected to work within the village, on occasion, to complete tasks or attend meetings. A workspace will be sourced for you at these times.
- On rare occasions you may be asked to attend meetings or work in other locations for specific tasks.
- You will be supplied with a laptop & phone and any other equipment necessary to work effectively.