



THE OPEN SEAS TRUST, SC045699

JOB DESCRIPTION – BUSINESS SUPPORT OFFICER

Salary – £33,500 – £36,500 – per annum pro rata depending on experience

3 day per week, reporting to the Head of Policy & Operations

Location – homebased/flexible

Job Purpose

To provide business and administrative support to the organisation, its board of trustees and staff to ensure the effective running of the organisation and delivery of objectives. This will include oversight of day to day finances, collating information for performance monitoring, reports and financial management and servicing the Board of Trustees as well as providing administrative support in the form of arranging meetings, travel and purchases.

Job duties

- Organise and ensure the efficient running of board and advisory group meetings, including minute taking
- Draft funding reports and updates to Board
- Provide administration support for staff and organisation, including purchases, travel and meetings
- Manage day to day finances, expenses and transactions
- Collate information for board and staff as needed
- Ensure GDPR and OSCR compliance
- Provide administrative support to the team on an ad hoc basis

Essential criteria

Highly organised

Excellent communication skills

Able to effectively manage and prioritise own activity

Good accuracy and attention to detail with all tasks

Highly competent in the use of MS Office suite –specifically Word, Excel, and PowerPoint

An understanding of the importance of correctly handling and storing confidential information

Confident dealing with people at all levels of an organisation

Willingness to work from home and in small team

Desirable criteria

Fundraising experience

Experience and commitment to the values of the voluntary sector

Experience of working with community organisation

A willingness to partake in other work of the organisation