



## Job Description & Person Specification

**Post:** Administration Officer  
**Organisation:** The Urban Fox Programme  
**Location:** Glasgow  
**Hours:** 17.5 hours per week  
**Salary:** £12,000  
**Term:** 3 years – fixed term

GENERAL	
<b>Purpose</b>	To provide administration and financial record keeping.
<b>Reporting to</b>	Programme Co-ordinator
KEY AIMS AND RESPONSIBILITIES	
<b>Key Duties</b>	<ul style="list-style-type: none"> <li>• Diary Management for Programme Co-ordinator and Programme Manager.</li> <li>• Maintaining office records in compliance with data protection.</li> <li>• Maintaining filing system and managing records.</li> <li>• Recording of Board of Director meetings and sending out associated papers.</li> <li>• General day to day office duties.</li> <li>• Assisting the Programme Co-ordinator with social media marketing.</li> <li>• Assisting Programme Co-ordinator in financial procedures.</li> </ul>
<b>Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Participate in in-house team events and any identified training.</li> <li>• Maintain professional and personal development to meet the changing demands of the role.</li> <li>• Other tasks as required by the Programme Co-ordinator to meet the needs of the organisation.</li> </ul>

JOB AND PERSON SPECIFICATION	
<b>Desirable knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Relevant administrative qualifications/equivalents or extensive experience</li> <li>• Sound IT skills including social media.</li> <li>• Good report writing skills.</li> <li>• Knowledge of GDPR Procedures.</li> <li>• Knowledge of financial record keeping – for example SAGE</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate at all levels effectively.</li> <li>• Ability to work under pressure.</li> <li>• Ability to work autonomously and as part of a team.</li> <li>• Ability to work flexibly and proactively.</li> </ul>
<b>Training and Development</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake training and supervision, as required.</li> </ul>

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder.