



Job Description

Post Title

Project Administrator

Key Relationships

Internal: GalGael Trustees, team members, volunteers, project participants and community members

External: Project collaborators, local organisations, University of Glasgow. Referrers from a range of health and social care teams including mental health, criminal justice, recovery and employability services. Funding partners.

Job Summary

1. To provide a comprehensive and efficient administrative support function to *Making Just Futures* project within GalGael.
2. To handle project enquiries and issue and retention of forms relating to joining and leaving the project's activities.
3. To work as part of a self-managed team and work in partnership with volunteers, participants and Trustees.
4. To communicate GalGael's Vision, purpose and values.

Main Responsibilities

1. Ensure timely response to administrative requests and needs as appropriate, in line with operational and reporting requirements of Making Just Futures.
2. Create and maintain comprehensive recordkeeping systems as required by the project, for project participants and activities, including data entry, filing systems for data management and support for compiling data for periodic reporting purposes.
3. Oversee communication with referrers, potential 'applicants', or partners- sending out information or application forms as appropriate and supporting administrative processes for application.
4. To support compliance with reporting and other requirements of the project's funders and legal requirements such as GDPR.
5. Drafting simple letters/emails based on information provided and communication with project participants.
6. To help with setting up spaces for project activities and other reasonable duties as required.
7. To maintain effective working relationships with colleagues, volunteers, participants and visitors.
8. To be familiar and comply with the organisations Health and Safety policies and procedures.
9. To support the project's social media presence
10. Provide statistical reports on work undertaken and contribute towards the development of GalGael.

General Responsibilities.

1. Data Protection Act: to comply with the requirements of the Data Protection Act and its amendments to ensure the integrity and security of information entrusted to GalGael
2. Equal Opportunities: to ensure that all people involved with GalGael, and other partner organisations are treated as individuals in line with legislation, good practice and GalGael's Charter and Clanship Contract.
3. Health and Safety: continuous compliance with the requirements of Health and Safety regulations and GalGael's Health and Safety Policy and Procedures ensuring reasonable care is taken with regards self, colleagues, volunteers, participants and visitors who may be affected by an act or failure to act within your role.
4. Confidentiality: to ensure confidentiality at all times, only releasing confidential or personalised information externally with prior consent from the team and in line with data protection legislation.
5. Safeguarding: support the organisation to ensure statutory and organisational responsibilities are met in respect of safeguarding children and vulnerable adults.
6. Any other duties: to undertake any other duties that are reasonable commensurate with the role and as directed by Trustee's and team members in line with the changing needs of the organisation and legal requirements.



Person Specification

Post Title: **Project Administrator**

	Essential Criteria	Desirable
Education/qualifications	<ul style="list-style-type: none">● Evidence of continuous professional development	Administrative/IT qualification
Experience	<ul style="list-style-type: none">● A successful track record of providing efficient and reliable administrative support● Ability to work within a busy workshop environment	Experience of working for a voluntary organisation
Skills/Ability/Knowledge	<ul style="list-style-type: none">● Ability to build effective relationships with a range of internal and external stakeholders● Organised; excellent planning and time management skills● Ability to manage competing/conflicting demands, under own initiative and managing own workload.● Good analytical skills and methodical approach to work.● Good communication skills verbal and written● Excellent IT skills, including Word, Google Drive, Trello, Excel and digital media● Ability to use and manage databases.● Ability to work as part of a self-managing team	Experience of working in self-managed teams
Personal Circumstances	<ul style="list-style-type: none">● Flexibility with working times● Commitment to support GalGael's Charter and Clanship Contract.	