

Senior Administrator INFORMATION PACK



The Larder West Lothian
Registered Charity SC042554
Company Number SC404466
www.thelarder.org



**Fighting Poverty and Hunger
with Dignity.**

**We recognise that education is
critical and food is empowering
in supporting disadvantaged
people to transition from
surviving to thriving.**

**We solve tomorrow's problems,
today.**

ABOUT THE LARDER

The Larder is committed to creating a more equal and just Scotland through the alternative economic model of social enterprise and calling for a Scotland without poverty, where everyone has the opportunity to achieve their full potential and the right to food is enshrined in Scots law.

We are a social enterprise that combats poverty and hunger, through 4 key strands:



01. TRAINING

for young people and adults who experience complex and multiple barriers to reaching their full potential.



02. SOCIAL FOOD

providing dignified responses to food insecurity and making sure no-one in West Lothian goes hungry



03. ENTERPRISE

projects that create solutions to social problems, improving life chances, the creation of living wage jobs and generating surplus to support the charitable aims of the organisation.



04. CAMPAIGNING

working with other charities to call on Governments for systemic changes that will eradicate poverty in Scotland .

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It is our mission to empower the most disadvantaged children, young people, adults and communities to improve their life chances, through access to learning and good food.

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MISSION

OUR VALUES

We live and breathe the values of Transformation, Compassion, Collaboration, Honesty and Quality, embedding these into every aspect of our organisation.



TRANSFORMATION

We believe in the power of learning and food to create change for individuals



COMPASSION

We make every effort to understand the feelings and emotions of every one of our beneficiaries.



COLLABORATION

We recognise the importance of working with others to achieve change



HONESTY

We act with honesty in leadership, decision making, policies and practice



QUALITY

We provide high quality services supporting those most vulnerable in society.

ROLE PROFILE

Job Title:	Senior Administrator
Reports To:	Special Projects Director
Contract:	Permanent
Hours:	22.5 hours per week between Monday to Friday 8.30am to 4.30pm
Salary:	£26,135 pro rata to 22.5 hour per week
Location:	Livingston, West Lothian (travel throughout West Lothian may be required)
Closing Date:	Friday 28th April 2023
Interview Dates:	Shortlisting: Thursday 4th May 2023 Interview Date: Friday 12th May 2023

**Are you a dynamic, proactive and well organised individual?
We want to hear from you!**

We are seeking an experienced Senior Administrator to lead on all office management duties and support our dedicated team across the organisation.

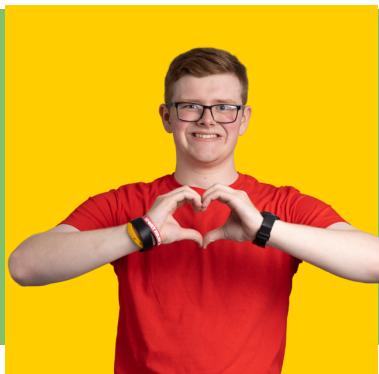
The Senior Administrator plays an important role in delivering an excellent experience to our colleagues, customers, beneficiaries, and stakeholders. First and foremost, your role will be to lead on all office management duties ensuring the organisation is compliant and running effectively. Working closely with our Special Projects Director you will manage the workloads of our Administration Assistants supporting multiple projects across the organisation with project planning playing a crucial part of this role.

The Larder is a small but growing social enterprise and look to recruit people with a can do attitude who are not afraid to get their sleeves rolled up to deliver change for the most disadvantaged people in our communities.

As a member of The Larder team you will be reliable, enthusiastic and capable of positive interaction with people of all ages and from all backgrounds and remain consistent with our company ethos and community focus. You will have great communication skills, a friendly and engaging personality and comfortable working with members of the public. Time keeping and reliability are essential requirements for this post.

This is an office based role, primarily at our Kirkton House Training and Skills Academy however some work within different Larder locations may be required.

Flexibility in job functions is essential, this outline is therefore not exhaustive and may be varied with other necessary duties that would be considered reasonable by the Special Projects Director.



JOB DESCRIPTION

Key Tasks & Responsibilities:

- Greeting visitors at reception, managing sign in book and issuing visitor passes
- Answering telephone and email enquiries in a timely manner ensuring these are directed to the relevant person
- Line manage administrative staff ensuring workload is allocated and managed appropriately using our project management site
- Maintain, improve and develop organisational administrative systems to ensure efficient running of the organisation
- Undertake PVG registration checks for staff and volunteers and ensuring they are timeously updated
- Manage and lead on office contracts, memberships and maintenance in relation to the larder premises and provide updates to Special Projects Director (such as printer service, stationary, insurance, alarm company, external contractors, window cleaner etc.)
- Participate in HR projects and HR administration under the direction of the Special Projects Director and CEO
- Lead on the on boarding of volunteers ensuring all paperwork is completed and filed
- Support in the recruitment and induction process of new staff
- Create regular reports and presentations
- Ensure the company CRM system is up to date and implemented on a day to day basis
- Co-ordinate office recycling effectively, ensuring systems are in place
- Liaise with IT support provider to manage IT matters, projects and ordering of new equipment
- Create and maintain an office inventory ensuring this is updated accordingly
- Ordering office supplies and ensuring that all items are stored appropriately and the office areas/training suites appear in the best possible condition
- Act as The Larder's Health and Safety Administrator ensuring the Health and Safety record keeping system is in an up to date and tidy condition.
- Ensure that the appropriate health and safety policies and systems are in place for the office, including but not limited to risk assessments, fire procedures, DSE assessments, PAT etc.
- Act as our main point of contact with our Health & Safety company, ensuring we are compliant and all paperwork is up to date.
- Managing diaries of senior managers, organising meetings and booking of rooms
- Attend meetings and events as required
- Lead on accreditations for the organisation with support of the Special Projects Director
- Provide administration support to other teams throughout the business including our board of trustees and leadership team

Leadership

- Promote, implement, and deliver our Equality and Diversity strategy
 - implement safe working practices in line with our Health and Safety procedures
 - Ensure compliance with contractual, legal, regulatory, ethical, and social requirements
 - Inspire, encourage, empower, and promote innovation and share best practice with team and stakeholders
 - Provide effective value based leadership for staff, volunteers and beneficiaries
 - Lead by example to ensure that the beneficiary engagement with the project creates change
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Managing Self

- Time manage self and be able to balance conflicting demands and tight deadlines
- Work with line manager to put in place a CPD plan. Take ownership of the CPD plan and ensure that it is implemented and regularly reviewed
- Develop personal networks and ensure that key members of this network are aware of the benefits of networking with The Larder.

Standard Responsibilities for all positions in The Larder

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities.
- Undertake any other tasks and responsibilities appropriate to the level of this post.
- Comply with all Larder policies and procedures
- The Larder is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share and promote this commitment.

Practical Requirements

- Current driving licence and access to a car for work travel purposes is desirable as travel may be required between Larder sites
- Able to work flexible hours and location as required

Staff Benefits

- 29 days leave (inclusive of public holidays)
- 2 Health and Wellbeing days each year
- Company pension contribution of 3% (under review)
- Company sick pay scheme
- Opportunities to shape the future work of the organisation
- Access to company health and well being support
- Commitment to continued professional development

To apply for the post, please send a tailored CV and covering letter to the post to recruitment@thelarder.org

The covering letter should be no more than one A4 side and should set out why you want to work with The Larder, expanding on the specific skills that you would bring to the post and how they connect with our values.

Requirements	Essential	Desirable	Method Of Assessment
Qualifications/ Training		SVQ in Business and Administration Level 6	CV and qualifications review
Knowledge and Experience	<ul style="list-style-type: none"> • Excellent working knowledge of Microsoft Office (Outlook, Word, Excel & PowerPoint in particular) • Minimum of 5 years office experience • Experience of providing line management or staff support 	<ul style="list-style-type: none"> • Experience of administrative duties in a voluntary sector setting • Knowledge of OSCR and the regulations and legal framework 	CV and Interview
Skills	<ul style="list-style-type: none"> • Highly organised, motivated and able to demonstrate attention to detail – all essential • Ability to work efficiently and prioritise tasks • Excellent verbal and written communication skills • Ability to work on own initiative and as part of a team 		CV and Interview
Personal Attributes	<ul style="list-style-type: none"> • Self-motivated with a can do attitude • Have an excellent work ethic and thrive in a busy environment • Excellent organisation skills • Willingness to take part in continuing professional development opportunities • A creative mind with an ability to suggest improvements 	Holds a current clean driving licence and has access to own transport	CV and Interview

THE LARDER

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