



## The Role

**Title:** Admin Assistant

**Responsible to:** Operations Manager

**Hours:** 0.6FTE (22.5 hours pw)

**Salary:** £21,093 Pro-rata

**Benefits:** 25 days holiday (plus stat holidays), employer pension contributions

**Duration:** 12 month fixed term

**Location:** Our office at 1 Waterfront Avenue, EH5 1SG, and other Scran sites as needed

## Role Purpose

This is a new role at Scran Academy with the purpose of supporting the smooth running of our office and administrative tasks.

The post holder will work with our friendly and dynamic staff team to ensure that our physical and digital office functions run smoothly.

The successful candidate will be someone who loves keeping things neat and tidy, both online and off, and will be a great team player who is ready to support our whole staff team with their filing, printing, scheduling and more. The role will also be the point of contact for Scran, so a positive and professional written and phone manner is required.

We're looking for someone with excellent punctuality, organisational and interpersonal skills and who can work to their own initiative. Computer literacy will be an advantage, as will filing, administrative and secretary experience, though what we are looking for most is a great can-do attitude!

# Job Description

## Key Responsibilities

- **Support the Scran Academy staff team by facilitating a smoothly-run office, both digitally and physically.**
  - Support Scran staff by filing any paperwork systematically
  - Support Scran staff by ensuring the calendar is kept up to date
  - Be the secretariat for our team and strategy meetings – scheduling, distributing papers and taking minutes
  - Enter data into our CRM as needed
  - Updating website as needed
  - Supporting in the creation of publications and other material
  - Support our coordinators in the planning of events and campaigns
  - Ensure the office is stocked with stationery and office materials
  - Maintain the printing function and order professional printing where necessary
  - Facilitate any post, postal orders and courier deliveries
  - Keep the office area clean and tidy
  - Supporting our Operations Manager as required
- **Support the leadership team with financial administration**
  - Raise and follow up any invoices
  - Support staff with the reconciliation of receipts and expenses
- **Be the point of contact for the organisation**
  - Respond to phone enquiries, direct messages and emails appropriately
- **Participate as part of the wider Scran staff team by:**
  - Engage in regular and ad-hoc meetings with the Scran Academy team
  - Undertake any necessary training and development.
  - Carry out all duties in accordance with Scran policies and procedures.
  - Any other duties appropriate to the role as agreed with line manager.
  - Uphold the values and ethos of the organisation.
  - Approach your work with young people in mind, taking a non-judgemental, trauma-informed approach when working with young people

## Personal Specification

Criteria	Essential	Desirable
<b>Personal Profile</b>		
Proactive attitude and commitment to personal development	•	
Strong values base and desire to support young people from all backgrounds	•	
<b>Administration</b>		
IT skills and knowledge of Microsoft Office Applications		•
Strong organisational skills	•	
Excellent attention to detail	•	
<b>Other</b>		
Eligible to join PVG Scheme Membership Scheme	•	
Experience of working in a third sector organisation		•
Experience of working within a youth work or education organisation.		•
Experience of working with disadvantaged groups and/or young people.		•

Interested candidates should email a CV and a note of suitability **no more than one side of A4**, to [ailsa@scranacademy.com](mailto:ailsa@scranacademy.com). The deadline for applications is the 13<sup>th</sup> November 2023, with interviews taking place on the 21<sup>st</sup> November.