



JOB DESCRIPTION
Administration Officer

Introduction

Glasgow Street Pastors is run by volunteers and has grown to become a sizeable organisation with a significant membership and reach. Excellence in administration and communication is key to its smooth and effective functioning and in order to achieve this we have for some years had paid support.

The Administration Officer is a key member of the leadership of Glasgow Street Pastors and is responsible for the effective administration of the organisation as well as providing support for the Chair, the Treasurer, the Coordinator and the Development Officer.

This person must have excellent administration, communication and IT skills. The ability to work well with diverse volunteers is essential, along with the capacity to work both on your own and as part of a team.

LINE MANAGEMENT	The post-holder will be line managed by the Chair.
HOURS OF WORK	14 hours per week, spread over 3 days, mostly based at the GSP office. Occasional evening and weekend work will be required.
REMUNERATION	Around £10,000, depending on experience, plus 3% employer pension contribution. Holidays of 104 hrs / year, including a public holiday allowance. 28 of these will be taken when the office is shut at Christmas / New Year.
COMMUNICATION / CORRESPONDENCE	Work closely with the Coordinator, Development Officer and Chair to ensure that incoming correspondence is dealt with effectively and that outgoing communications are well managed.
ADMINISTRATION	Attend Management Team meetings and keep minutes. Manage records of team shifts, recording them in our database. Oversee the GSP calendar and ensure that it is implemented and kept up-to-date. Ensure that the membership database is kept up-to-date, including training records. Manage PVG checks of new recruits. Manage office organisation, including maintaining supplies.
FINANCE	Support the Treasurer and Finance Team in their work. Bank donations and keep records of transactions. Attend (monthly, online) Finance Team meetings.
OTHERS	Ensure that GSP teams have information and equipment necessary for their shifts. Ensure that adequate stocks of materials and equipment are maintained for GSP teams to use. Support the organisation of the annual AGM / InDay. Other reasonable duties as may from time to time be required.