



Wellbeing-Empowerment-Employment  
Integrating Ethnic Minority Women in Scotland

## Saheliya Lead Administrator

<b>Job Title:</b>	Saheliya Lead Administrator (*Female)
<b>Salary:</b>	£21,459 to £27,033 dependent on skills and experience
<b>Location:</b>	125 McDonald Road, Edinburgh, EH7 4NW (office based post)
<b>Hours:</b>	35 hours per week (full-time)
<b>Working Days:</b>	Monday – Friday, 9 am – 4.30 pm
<b>Duration:</b>	Fixed one year (continuation subject to funding)
<b>Holiday Entitlement:</b>	Generous 25 days increasing to 30 days after 5 years of continuous service + 15 public holidays
<b>Other Benefits:</b>	Initial enrolment for the auto enrolment pension scheme subject to eligibility criteria. After 6 months of employment generous 8% of salary employer pension contributions.
<b>Line-management:</b>	HR & Compliance Manager

### Organisation

Saheliya is a specialist mental health and well-being support organisation working with women (12+ years) experiencing racial inequality in Edinburgh, Glasgow and other parts of Scotland.

Saheliya is looking to recruit an experienced and enthusiastic Senior Administrator to work in our Edinburgh head office.

### Purpose of the Job

To provide effective reception and administration support to Saheliya's head office in Edinburgh. To ensure the smooth running of the office by managing the reception and telephones, maintaining and developing administrative systems, overseeing the premises, and line-managing reception and clerical volunteers.

### Main Duties

- Maintain, improve, and develop organisational administrative systems to ensure efficient running of the organisation
- Manage premises including best practise health and safety, fire safety, maintenance and repair
- Ensure all PCs and laptops are updated with the relevant software, anti-virus
- Manage and maintain office filing systems
- Produce and up-date publicity including annual reports

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302  
St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: [info@saheliya.co.uk](mailto:info@saheliya.co.uk); Glasgow: [admin.glasgow@saheliya.co.uk](mailto:admin.glasgow@saheliya.co.uk); Website: [www.saheliya.co.uk](http://www.saheliya.co.uk)

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



Wellbeing-Empowerment-Employment  
Integrating Ethnic Minority Women in Scotland

- Regular updating of the website and social media platforms
- Generate reports from the database
- Co-ordinate and support staff and board meetings
- Ensure that reception of service users and visitors is effective and appropriate
- Manage incoming phone calls and direct referrals appropriately
- Ensure that in-coming mail is received, sorted, and outgoing mail is posted punctually
- Order and manage office stationery and supplies
- Regularly check suppliers and maintenance contracts such as electricity, photocopier, telephone and stationery etc are updated, competitive and economical
- Undertaking PVG registration checks for staff and volunteers and ensuring they are timeously updated
- Maintain and update administrative database
- General organisational admin duties including writing letters and photocopying
- Line-manage and support volunteers to provide additional reception support
- Line- manage and support the house-keeper and cleaner
- Support the Finance Officer to manage petty cash payments
- Support the Nursery Manager with invoicing and admin related tasks
- Liaise with other members of staff to maintain and develop ongoing effective office systems
- Uphold and promote Saheliya's ethos to support the empowerment of women from racialised communities.
- Maintain high levels of confidentiality in all areas of work
- Carry out other appropriate duties that further the aims of Saheliya

## PERSON SPECIFICATION

### Essential requirements:

- \*Female
- Robust organisational skills
- Experience of maintaining and developing a broad range of administrative systems
- Work efficiently and prioritise tasks
- Ability to work under pressure and meet deadlines
- Integrity and reliability
- Excellent written and spoken communication skills
- Experience in Microsoft office including word, excel and database

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

E-mail: Edinburgh: [info@saheliya.co.uk](mailto:info@saheliya.co.uk); Glasgow: [admin.glasgow@saheliya.co.uk](mailto:admin.glasgow@saheliya.co.uk); Website: [www.saheliya.co.uk](http://www.saheliya.co.uk)

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698



- 
- Maintain and update website and social media (Facebook, Twitter)
- Experience of providing line-management or staff support
- Fluent spoken and written English
- Commitment to equal opportunities and human rights
- Maintain high levels of confidentiality
- Ability to work on own initiative and as part of a team.
- Willingness to take part in continuing professional development opportunities.

#### **Desirable requirements:**

- Ability to speak one or more relevant community language
- Experience of supporting and supervising volunteers
- Experience of administrative duties in a voluntary sector setting
- Knowledge of OSCR and the regulations and legal framework
- Experience of working in a mental well-being or therapeutic setting.
- Experience of working with vulnerable people
- Line-management experience
- An understanding of the voluntary and public sectors within Scotland
- An understanding of the policy context Saheliya works within

Please email completed applications to: [info@saheliya.co.uk](mailto:info@saheliya.co.uk)  
or post to

Saheliya 125 McDonald Road, Edinburgh EH7 4NW

Closing date for applications: Monday 04th March 2024, 10 am

Interview date: TBC

### **CVs will not be accepted**

***\* The Equality Act 2010 (part 1, Schedule 9) applies to the above posts. Applications are therefore restricted to female candidates only. All posts are subject to enhanced checks by Disclosure Scotland.***



Wellbeing-Empowerment-Employment  
Integrating Ethnic Minority Women in Scotland

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302  
St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540  
Email: Edinburgh: [info@saheliya.co.uk](mailto:info@saheliya.co.uk); Glasgow: [admin.glasgow@saheliya.co.uk](mailto:admin.glasgow@saheliya.co.uk); Website: [www.saheliya.co.uk](http://www.saheliya.co.uk)  
Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698