

Lanarkshire Deaf

Job Description – Administrative Officer (updated Monday 29 April 2024)

- Employer:** Lanarkshire Deaf.
- Salary Scale:** £26,390.00 pro-rata (actual £18,850.00 / £14.50 per hour).
- Hours of work:** Part-time, 25 hours per week.
- Probationary Period:** 12 weeks.
- Based:** Motherwell, North Lanarkshire (possibility of hybrid to suit business needs) (Hybrid).
- Responsible to:** Manager.
- Screening:** This post is subject to satisfactory references.
- Overview:** The post-holder will assist and support the Manager and the Board of Trustees in all aspects of administration and finance. They will also support internal and external communications, including maintaining and updating Lanarkshire Deaf's social media and website.

Main responsibilities

Administration

- To facilitate office administration daily, including telephone messages, typing, photocopying, collating, mail, etc.
- To provide administrative support to staff and the Board of Trustees as appropriate and agreed upon to ensure service delivery, including assistance with the organisation of events, training and outreach activities.
- To ensure the efficient administration of the Lanarkshire Deaf office.
- To manage accurate and confidential personnel information, e.g. sick / annual leave.

Lanarkshire Deaf is the operating name for Lanarkshire Deaf Club.
It is a registered SCIO (Scottish Charitable Incorporated Organisation) (SC048560).

- To manage the purchase and use of office supplies and stationery.
- To assist in compiling and producing Annual Reports, Minutes of Meetings, Publicity material, etc.
- To assist the Manager in servicing the Board of Trustees meetings and related sub-groups.
- Coordinate collation of information for annual reports and subsequent reports.
- To assist the Manager and the Board of Trustees preparing OSCR Reports.
- To provide administrative support for funding / fundraising applications as requested.
- To ensure all required Health and Safety documentation is up-to-date and displayed, e.g. insurance, fire drill information, first aid, etc.
- Complying with all Lanarkshire Deaf policies and procedures.
- To provide support and review and update Lanarkshire Deaf policies.
- To work with all staff to ensure good safeguarding practices in all aspects of the charity's work.
- To update manual and computer files relating to services, volunteers and service users when required.
- To provide support in updating the website and social media platforms.
- To ensure good practice in equality, diversity, inclusion, and fairness in all aspects of the charity's work.
- To assist the Manager with any other General Administrative tasks as required.

Finance

- To support the Manager with day-to-day financial processing including, preparing and paying salaries and invoices.
- To support preparing monthly, quarterly and annual financial information / accounts using Xero.
- To assist the Manager and the Board of Trustees with budget planning / management and reporting to funders.

Important notice

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.



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