



Govan Help Administrator Application Pack May 2024

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GOVAN HOME AND EDUCATION LINK PROJECT

Dear Applicant,

Thank you for your interest in the role of Administrator at Govan Home and Education Link Project (Govan HELP).

We are a growing place-based family support charity, established in 1996, that aims to improve the opportunities and outcomes for vulnerable children and families living within the Govan area. We offer a range of integrated, early intervention services to support children and families who are experiencing cumulative and chronic adversity.

We are looking for an Administrator to join our growing multi-disciplinary team to support both management and operational functions of the organisation.

We are looking for someone that has gained relevant Admin experience from working within a busy office environment. The postholder will be expected to manage a busy and varied workload, have excellent communication skills and a positive friendly approach aligned with Govan HELP values. The right candidate will have excellent organisational and IT skills and be proficient in all MS Office applications.

Included in the pack is a Job Description and Person Specification to assist you with completing your application. If you would like to apply for the post, please send a CV and covering letter, outlining how your skills and experience are suited to the role, to Stephen McFadden, Operations Manager on stephen.mcfadden@govanhelpp.org by 5pm on Thursday 6th June 2024. Interviews are expected to be held in the week commencing 17th June 2024. Please feel free to contact Viv Sawers or Stephen McFadden, for an informal conversation about the role prior to application.

This is an excellent opportunity for the right candidate to join us to support the delivery of our services for families in the Govan area and we look forward to receiving your application.

Yours sincerely,



Viv Sawers
Chief Officer



Job Description

Job Title: Administrator

Hours: up to 30 hours per week

Salary: £23,000 pro rata

Fixed term: 2 years

Administrator Responsibilities

Finance

- To oversee the financial administration of the projects and organisation creating and managing spreadsheets of daily, weekly and monthly transactions
- Responsible for the monitoring of petty cash and banking systems, arranging payment of invoices in conjunction with the Chief Officer to ensure compliance with policies and accuracy of reporting.
- To accurately record and code income and expenditure in line with financial procedures
- Liaise with accountant to provide relevant information to inform management accounts and annual audit.
- Payment of staff and volunteer expenses and management of relevant monitoring systems
- Daily banking, BACS and Bank statement reconciliation
- Preparation of monthly finance reports in conjunction with Chief Officer
- Oversee the administration of the payroll function in conjunction with GCVS and Chief Officer

HR

- To support the administration of HR functions within the organisation
- Co-ordinate systems and processes to manage sickness, absence and annual leave.
- Assist in the advertising, recruitment and selection of new staff within the organisation, leading on the administrative duties attached to the recruitment process.

Funding

- To support the reporting and compliance aspects of all funding streams, contracts or grants through management of a reporting schedule
- Collate and organise evidence to assist in reporting or audit processes for funders
- To support the preparation and timely submission of funding applications
- To provide technical support with project database, input, collating information and statistical support.

General

- Establish and maintain office systems
- Responsible for the organisation and administration of Govan HELP Board Meetings, AGM and other trustee events including minute taking at meetings.
- Organise and provide administrative support to team meetings
- To design and create reports, graphs, newsletters and other relevant documents.
- Support digital marketing activities on website and social media platforms.



- To provide reception duties within a busy office environment involving face to face, telephone and email enquiries.
- To provide administrative support to all Govan HELP programmes, initiatives and events.

Person Specification

	Essential	Desirable
Previous Office experience and knowledge of all office procedures	✓	
Excellent computer skills	✓	
Experience of Microsoft Word & Excel	✓	
Experience of Microsoft Access, Publisher & PowerPoint	✓	
Excellent interpersonal skill and ability to communicate effectively with service user families, volunteers, staff and partner organisations.	✓	
Experience of managing petty cash systems	✓	
Excellent organisational skills including ability to plan and prioritise workload, and work under pressure to meet deadlines	✓	
Minute taking skills	✓	
Experience of databases and spreadsheets	✓	
Ability to work as part of a team and individually	✓	
Recognised qualification in Administration	✓	
Clean driving licence and access to car	✓	
Experience of working in the voluntary sector		✓
Experience of working with children and families		✓
Understanding of service user needs		✓

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties, which may have to be varied subject to the needs of the service and in keeping with the general profile of the post.



This post is exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exemptions (Scotland) Order 2003, and as such any appointment will be subject to them having appropriate PVG Scheme Membership.

