

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Job Description – Administrator

Salary:	£25,086 to £26,144 pro rata, pro rata for part time staff
Hours:	14 hours per week
Employer:	Home-Start Edinburgh
Accountability:	Chief Executive, Home-Start Edinburgh
Direct Reports:	Admin Volunteers



Purpose of the job:

To provide an efficient administrative support service within Home-Start Edinburgh and to Board of Trustees.

Main Responsibilities

Volunteer Support

- Providing administrative support to assist in the recruitment and support of volunteers including PVGs and references
- Administration related to volunteer peer support groups and volunteer training, in co-ordination with Family Support Co-ordinators and Senior Co-ordinators
- Supporting volunteers to complete their administrative responsibilities such as expenses, records of visits, training, etc.
- Supporting general administrative duties when admin volunteers are unable to attend
- Line management of admin volunteers

Communication

- Supporting our communications activities, including but not limited to:
 - Social media channels maintenance
 - Creating flyers and ensuring they are available
 - Supporting the creation and mailing of newsletters
 - Oversight of general emails in and out of Home-Start Edinburgh

General Administration

- General office duties and administration
- Supporting recruitment activities such as scheduling interviews and organising references
- General reception duties
- Filing and mailing (both by email and by post)
- Monitoring office supplies
- Assisting with hospitality for visitors to the office

Managing the wider context

- Promote Home-Start Edinburgh's practice, ethos and practice
- Contribute to the development of Home-Start locally, regionally and nationally

This job description is not exhaustive; 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.