

Job Description and Person Specification

Job title:	Senior Administrator
Reports to:	Chief Executive
Salary and Pension:	£33,137 - £38,059 + 8% employer pension contribution
Weekly hours:	35
Location:	Hybrid – working from home and office space
Fixed term/permanent:	Permanent
Annual holiday:	35 days, including 10 days for public holidays

Role Purpose

The Senior Administrator will work with the CEO to enable the Board of Trustees to effectively govern the organisation in conjunction with the senior leadership team. They will lead on ensuring Inclusion Scotland is an accessible employer, contributing to achieving the vision of disabled people being fully included throughout all Scottish society as equal citizens.

Leading the administration team, the Senior Administrator will provide line management and oversee the team's work, ensuring that an effective and accessible administrative service is provided.

Key Responsibilities and Tasks

Leadership and Governance Support

Embody the organisation's values and lead with authenticity, fostering a culture where people can thrive and excel in their roles.

Provide administrative and accessibility support to the Board and CEO to assist them to meet their governance duties.

Liaise with the Board to schedule meetings and provide administrative support as required for those meetings.

Support the Board to organise annual general meetings, and extraordinary meetings that may arise, in conjunction with the CEO.

Provide administrative support for the senior leadership team.

Administer risk identification and management systems and ensure these are implemented effectively.

Ensure that dates for statutory returns are monitored and relevant reports are submitted on time.

People Administration

Work collaboratively to ensure inclusivity and accessibility for all involved with Inclusion Scotland.

Provide administrative and accessibility support in the recruitment and onboarding processes for new employees, Board members and others involved in working for the organisation.

Ensure that relevant pre-employment checks are carried out in line with policies and procedures.

Issue contracts and induction paperwork to new employees.

Ensure people have access to relevant systems and assist in familiarising people with these.

Provide administrative and accessibility support to managers with formal HR meetings and correspondence.

Provide accurate, timely information as required for payroll purposes.

Oversee online training in health and safety and data protection in conjunction with line managers, ensuring this is completed as required.

General Administration

Lead the administration team, ensuring its work is of high quality and that it meets the organisation's needs.

Lead on ensuring that regulatory requirements in relation to health and safety and data protection are complied with across the organisation.

Ensure that cloud-based systems are organised, accessible and compliant with data protection regulations.

Review and improve the organisation's administrative processes.

Ensure that post is collected from the virtual tenancy and dealt with appropriately.

External Focus and Relationships

Build and maintain positive relationships with relevant external stakeholders.

Ensure that enquiries to the organisation made via the general email and telephone number are responded to without delay, liaising with relevant colleagues as necessary.

Financial Administration and Management

Ensure that invoices are processed in a timely manner.

Contribute to the budget setting process and monitor progress against budget in your area of responsibility, taking action to rectify issues as needed.

Organisational Management and Internal Communications

Comply with constitutional, legal and regulatory standards.

Comply with organisational policies and procedures in all aspects of the role and ensure compliance within your team.

Contribute to a culture of high performance, learning and inclusivity.

Maintain good internal communications to maximise engagement.

Create and maintain an organisational planner, showing key events and deadlines relating to governance and operational delivery.

Maintain a schedule of reporting requirements, providing reminders well in advance and ensuring reports are completed and submitted within deadlines.

Line manage administrators who report directly to you.

Carry out any other responsibilities as may reasonably be required from time to time.

Person Specification

Personal Qualities

A demonstrable commitment to the Social Model of disability and the philosophy of Independent Living, and passion for supporting disabled people to be decision makers.

Commitment to diversity and ability to apply awareness of diversity and intersectional issues to all areas of our work.

A resilient approach to work and clear strategies for self-management as well as the ability to request support when needed.

Commitment and proactive approach to your ongoing learning and development.

Lived experience of being a disabled person is desirable.

Experience

Track record of providing excellent senior administrative support.

Experience of working with Boards, preferably in an organisation registered as a charity.

Experience of leading a team and line managing employees.

Skills and Abilities

Highly effective communication skills including written, verbal, nonverbal and listening skills.

Collaborative leadership style that motivates and inspires staff and stakeholders and builds a positive and inclusive culture.

Strong organisational skills and attention to detail.

Proficient in the use of Microsoft Office products (Outlook, Word, Excel, PowerPoint, SharePoint).

Ability to plan and manage a complex workload across a range of subject areas, meet deadlines and respond to unplanned demands.

Knowledge and Understanding

Comprehensive understanding of the issues and inequalities faced by disabled people.

Understanding of how to create an accessible and inclusive workplace.

Understanding of regulatory and legislative requirements for Scottish charities, including those relating to employment, health and safety and data protection.

Other Requirements

It is anticipated there could be some evening and weekend work which is supported by Inclusion Scotland's flexible working policy.