

Job Description - Administrator

Job Title:	Administrator
Salary:	£22,752-£24,582
Employer:	Home-Start Glasgow North and North Lanarkshire
Hours of Work:	35 per week (hybrid working in place)
Responsible to:	Business and Finance Manager

Purpose of the job

- To provide an efficient administrative support service within HSGNNL

Main Responsibilities

- Act as first point of contact for people contacting the office by telephone, email or in person
- General office duties including emailing, photocopying, calendar management, filing and mailing
- Monitor and maintain supplies of stationery and office sundries
- Assist with hospitality for visitors to the office
- Process referrals from professionals or families requesting support
- Provide administrative support to assist in the recruitment and support of volunteers
- Provide administrative support for weekly family groups and events
- Maintain accurate and confidential records using spreadsheets, CRM system (Charitylog) and paper-based files, in accordance with our GDPR Policy
- Provide data and statistics for reports and funding applications
- Organise and manage storage of documents on Sharepoint
- Work with staff to review procedures and paperwork on an ongoing basis
- Assist with creating social media content/publicity material and newsletters
- Support events and meetings as required
- Take minutes at team meetings
- Administer petty cash and record transactions on accounting software Xero
- Set up bank payments
- Work with all other members of the team to ensure good safeguarding practice in all aspects of the scheme's work
- Ensure good communication with all scheme stakeholders, ensuring good practice in equality, diversity and fairness
- Comply with all Home-Start policies and procedures
- Participate in ongoing training

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.

This job description is current as at May 2024.