

Website:- [www.contactp.co.uk](http://www.contactp.co.uk/)

Job Description: Project Manager/Business Support Hours of Work: 16 hours per week

Place of Work: The post is based in the office in The Park Centre, Kirkintilloch, but accompaniment to outings organised for Members is required.

Contract Length: The employment is for a period of a year initially and continuation is subject to support from funding bodies.

Reporting to: Chairperson of the Board of Trustees

# **Job Description**

**Purpose:** Taking direction from the Trustee Management Committee the postholder will deal with the practical and administrative tasks associated with the smooth operation of the organisation including the weekly sessions.

Working closely with the board of trustees, this is a key role within Contact Point. As a small charitable organisation we need an experienced individual to develop and maintain robust administrative/finance and office systems, to ensure the smooth operation of the organisation.

You will be responsible for the day-to-day running of the Contact Point projects alongside experienced members of operational staff. This is a diverse role and would suit someone with a strong administrative background with experience of finance and management, ideally with both an understanding and experience of the voluntary sector. As well as the administrative side of the role you will also be involved in our Social Interaction Groups (SIGs), interacting with our members, and supporting the operational side of the groups.

# **Main Duties:**

* Arrange, organise and supervise sessions for older people and adults with a disability and/or long- term health condition to provide a variety of activities, both in and outside of The Park Centre. To stimulate and support their mental, physical and emotional health.
* Organise events and transport
* Financial activity. Book-keeping, banking of the funds and preparation of both monthly financial reports and annual accounts
* Provide a report for the monthly Trustees Meeting about the activities and progress of the project, including anything that may require their agreement and/or approval.
* Fund-raising activity organisation. As a charitable organisation we require funding to sustain our groups. This role will involve investigating both local fundraising events and funding streams including completing applications, (alongside the Chairperson of the Board initially).
* Promotional talks / presentations about the work we do at Contact Point
* Social Media and website updates, create promotional material e.g. posters
* Attend appropriate meetings, training sessions and seminars.
* Liaise with the relevant HSCP staff, eg Local Area Coordinators and other members of the EDC Day Services Team.

**Subsidiary Duties** (covering for Social Interaction Group Coordinator when necessary).

* Provide administrative assistance to the volunteers who support our Social Interaction Groups
* Attend the 2 x 2hr Social interaction groups each week and help set up the venue with the assistance of the Park Centre Manager for use by the group i.e. setting out chairs and equipment
* Keep in contact with members taking phone calls about attendance, illness, etc., and ensure the Volunteer organisers are up to date.
* Investigate and provide information on matters and issues of relevance to vulnerable people.

**Circumstances of Post:** The post involves working with people who have varying, limited abilities and their carers.

# **Essential skills and experience**

* Sound I.T. skills
* Experience of cash handling and book-keeping
* A confident, positive, friendly attitude
* Excellent communication skills
* Confidence and the personal skills to contact, meet and develop relationships with a wide variety of people
* Experience of minute taking and creating reports
* Experience of fund raising and completing funding applications
* An understanding of social media and communications
* Experience and understanding of the voluntary sector