

Projects Administrator

Job Title: Projects Administrator.

Job Ref: YS-PADM24

Salary Scale: (£21,928 – £25,809) pro-rata (salary points 18 – 22).

Hours of Work: Part-time at 17.5 hours per week.

Location: You will be required to work at Balfour House, Edinburgh, on a minimum of 1 day per week, the remaining hours can be worked from home or Balfour House.

Holidays: FTE: 37 days (25 Annual Leave increasing by 1 day each year up to 30 days and 12 Public Holidays) Pro-rata: 18.5 days.

Contract: Permanent, subject to funding.

Line Manager: Corporate Services Manager.

Job Purpose

To support all aspects of the administration and operations of Youth Scotland.

Key Responsibilities:

- To operate the administrative systems for Youth Scotland's various projects and services, from creating events using an online booking system, to maintaining our CRM database, as well as various data entry and reporting.
- To operate and maintain Youth Scotland's PVG (Protecting of Vulnerable Groups) Scheme, providing support to member groups registered with our PVG Scheme.
- Act as a first point of contact within Youth Scotland to deal with and respond to general enquiries, carry out reception duties and take a lead role in customer care of visitors and delegates.
- Operate systems in support of membership services, such as small grants schemes and user surveys.
- To provide general administrative support to Youth Scotland staff in supporting member groups.
- To attend and take minutes at staff meetings and other meetings as required.
- Assist in quality control within the organisation to maintain high standards against customer service and membership support.

Occasional Tasks:

- To attend conferences, training events and meetings as required
- To undertake any other duties that may be required and which are commensurate with the post

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