

Environmental Rights Centre for Scotland (ERCS) Advert

Job title: Administration Officer

Salary: £26,500
Hours: 35 hours per week
Annual leave: 35 days annual leave inclusive of public holidays (plus additional 1 day of leave per year of service up to a maximum 5 days)
Contract type: Permanent
Location: Hybrid working arrangements with office space in Edinburgh
Reports to: Operations & Development Manager
Start date: Immediate

Are you an experienced administrator who also cares about the environment and human rights? The [Environmental Rights Centre for Scotland](#) (ERCS) is looking for an enthusiastic, friendly and highly motivated person to join our administration team.

If you have the skills to support the professional and smooth running of services and a keen eye for accuracy, then apply today! You will support ERCS in all aspects of administration, finance, office systems, and events.

We really encourage applications from people who are Black or from minority ethnic communities, disabled people and people from lower socioeconomic backgrounds.

ERCS is a [Disability Confident Committed employer](#) to demonstrate our commitment to welcoming disabled applicants for all roles. We commit to making reasonable adjustments during the recruitment process so disabled job applicants have the best opportunity to demonstrate that they can do the job. We also commit to supporting employees and making adjustments during employment.

For informal enquiries contact Shivali Fifield, Chief Officer at chiefofficer@ercs.scot.
To find out more or apply, download the recruitment pack:

[Advert & Job Description](#)

[Application Form](#)

[Recruitment Equalities Monitoring Form](#)

Closing date: 5pm Friday 18 October 2024

Interviews: Early November online via Zoom.



Job Description

Job title:	Administration Officer
Salary:	£26,500 per annum
Hours:	35 hours per week
Annual leave:	35 days annual leave inclusive of public holidays (plus additional 1 day of leave per year of service up to a maximum 5 days)
Contract type:	Permanent
Location:	Hybrid working arrangements with office space in Edinburgh
Reports to:	Operations & Development Manager

Background on ERCS

The [Environmental Rights Centre for Scotland](#) (ERCS) was registered as a Scottish Charitable Incorporated Organisation (SC050257) in 2020.

Our vision is of a Scotland where every person's right to a healthy environment is respected, protected and fulfilled.

Our mission is to assist everyone, especially people who face the biggest barriers, to exercise their rights in environmental law and to protect the environment. We do this through:

- **Awareness-raising of legal rights and remedies** and supporting equitable participation in environmental decision-making
- **Advice, assistance and representation** to increase access to justice and holding public authorities and polluters to account on the environment
- **Advocacy in policy and law reform** to improve environmental law
- **Strategic public interest litigation** to tackle systemic environmental problems.

ERCS understands environmental law to include law relating to land-use, planning, climate change, pollution control, environmental health, the conservation of biodiversity, and any other field (e.g. cultural heritage, transport, energy) to the extent that it impacts on the natural environment and/or the right to live in a healthy environment.

Our operating values and principles are to be:

- open, accessible and approachable in how we offer our services
- respectful, collaborative and enabling in how we deliver our services
- evidence-based and assertive in how we advocate for policy and law reform
- trusted and authoritative in how we pursue environmental rights and litigation
- transparent in how we evaluate our impacts and improve our overall effectiveness.



Job Purpose

As the Administration Officer for the Environmental Rights Centre for Scotland (ERCS), your role is to support the organisation's administration systems and support other staff in relation to these.

You will report to the Operations & Development Manager and support the core functions of the organisation, as well as provide the administration support to ERCS's Advice Service.

It will be necessary in the course of the job to perform other duties on occasion, and a flexible approach to changing priorities is important.



Key responsibilities

Advice Service – support the administration of the Advice Service

- Carry out the administration tasks for ERCS's Advice Service.
- Liaise with clients on behalf of the organisation's solicitors, taking messages, answering enquiries and making outgoing calls for solicitors where required.
- Input appointments to the online calendar, assist with reception and telephone duties and use text messaging service to contact clients.
- Input details to the Case Management System (Advice Pro) and assist solicitors in closing and sending files for feeing.
- Carry out audio typing of legal correspondence and documents for the organisation's solicitors using digital dictation software.
- Input details on the Scottish Legal Aid Board online portal.

Finance– support the maintenance of financial management systems

- Support the maintenance of the financial ledger records.
- Support ERCS's annual compliance with OSCR, HMRC and the Law Society of Scotland.
- Support the interface with vendors and competitive tendering for maintenance contracts; IT support; insurance; equipment; accountancy services.

Information technology (IT) and management - support ERCS's overall systems for information storage and help to maintain files and record systems

- Carry out regular filing, document control and archiving on shared electronic directory.
- Support IT provision (i.e. laptops & peripherals, mobile phones) and ensure swift dialogue to resolve any IT issues promptly.
- Support staff and organisation to be compliant with the General Data Protection Regulation.



Enquiries –ensure all enquiries are handled efficiently and promptly

- In all cases, support a prompt response, or prompt fielding of enquiries/ opportunities/ invitations/ information to other staff, trustees, groups or member contacts, as appropriate.

Communications - provide information as necessary to supporters, members and other audiences about ERCS’s work programmes

- Carry out any bulk mailings as required.
- Lead on membership approval process and ensure GDPR compliance.

Events administration – support ERCS events

- Assist with organising ERCS events including in-person meetings and online webinars.
- Attend planning meetings and take accurate minutes of discussions, decisions, and action items.
- Support the logistics and reimbursement of costs for speakers and facilitators as appropriate.
- Attend and support ERCS events.
- Support the monitoring and evaluation of events.

Governance – support ERCS’s strategic and operational objectives

- Work collaboratively with colleagues and with the Board of Trustees to deliver ERCS’s strategic objectives.
- Support the recruitment and induction of staff and volunteers.
- Support the Chief Officer and Operations & Development Manager to ensure quality standards and monitoring and evaluation systems are maintained.
- Attend team meetings and events as required.
- Carry out other duties consistent with the job purpose and as ERCS may reasonably require.





Person Specification

- Educated to degree level or equivalent experience (voluntary or paid).
- Significant experience of administration systems and adhering to policies and procedures.
- Experience of reception services and commitment to delivering a high quality, responsive and friendly service.
- Ability to manage, prioritise and complete tasks, with good attention to detail, and to maintain standards under pressure.
- Excellent listening and communication skills, both written and verbal.
- Confident with financial procedures.
- Excellent IT skills, understanding of IT systems and database design and use.
- Understanding of UK General Data Protection Regulation.
- Ability and enthusiasm to work creatively and independently with an appropriate amount of supervision.
- Confident and professional manner, and a naturally collaborative team player.
- Demonstrable understanding of and commitment to ERCS's vision, mission and values.



Terms and conditions

This is a permanent contract for 35 hours per week, subject to a six-month probation. The salary will be £26,500 per annum.

The leave quota is based on 25 days annual leave and 10 statutory holidays per annum. ERCS staff accrue an additional 1 day of leave per year of service up to a maximum additional 5 days additional leave per year.

On occasion it may be necessary to work evenings or parts of weekends, for which time off in lieu will be granted. All approved expenses will be reimbursed.

ERCS operates an auto-enrolment workplace pension scheme with the NEST Pension where ERCS makes an employer contribution to employee personal pensions of up to a maximum of 8% of basic salary, complementing employee contributions.

