

## Job Description and Person Specification

Job title:	Administrator
Reports to:	Senior Administrator
Salary and Pension:	£25,266 - £30,094 + 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

Working as a member of the administration team, the post holder will provide administrative support to the organisation, contributing to achieving the vision of disabled people being fully included throughout all Scottish society as equal citizens.

The role will involve collaborating with colleagues to identify and deliver administrative tasks which support the delivery of Inclusion Scotland's programmes, and policy and research work.

### Key Responsibilities and Tasks

#### People Administration

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

Provide administrative support in the recruitment and onboarding processes for new employees, Board members and others involved in working for the organisation.  
Arrange access to relevant systems and assist in familiarising people with these.  
Allocate online training to colleagues for health and safety and data protection.  
Support colleagues with access to work claims.

## General Administration

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

Contribute to the review and improvement of the organisation's administrative processes.

Collecting and dealing with post from the virtual tenancy.

Providing administrative support to Programmes and Policy & Research

Coordinators, including:

- Circulating Doodle polls
- Scheduling meetings and circulating invitations
- Circulating papers in advance of and following meetings
- Supporting live streaming
- Note taking for internal and external meetings
- Collating evaluation data
- Arranging accessibility support
- Posting internship opportunities on the website
- Supporting internship recruitment
- Creating documents in plain text language and Easy Read format
- Arranging document printing and circulating to relevant people
- Arranging travel and accommodation for employees, volunteers and members

## Financial Administration

Process purchase invoices, as follows:

- Getting approval for invoice payment when required
- Uploading invoices for payment to Xero, along with proof of authorisation

Comply with finance policies and procedures and support colleagues to follow these.

## External Focus and Relationships

Build and maintain positive relationships with external stakeholders.

Respond to enquiries made via the general email and by telephone without delay, recording these and liaising with relevant colleagues as necessary, ensuring enquiries are followed up.

Liaison with suppliers.

## Organisational and Internal Communications

Comply with constitutional, legal and regulatory standards for a Scottish charity.

Comply with organisational policies and procedures in all aspects of your role.

Carry out your work in line with relevant legislation, regulation, guidance, rules and standards.

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

Maintain good internal communications to maximise engagement.

Recognise and highlight any perceived risks to your line manager.

Set up and conduct surveys.

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 administrative support.

Experience of producing written information in an easy read format is desirable.

Experience of using accounting software for processing invoices is desirable.

## Skills and Abilities

Good communication skills including written, verbal, nonverbal and listening skills.

Strong organisational skills and attention to detail.

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

Ability to schedule and act as host for online meetings and webinars.

Ability to plan and manage a 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.

## Other Requirements

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