



Lanarkshire Deaf Hub
105 Roman Road
Motherwell
ML1 1EA

Job Description – Administrative Officer (updated Monday 24 March 2025)

Employer: Lanarkshire Deaf Hub.

Salary Scale: £28,210.00 pro-rata (actual £20,150.00 / £15.50 per hour).

Hours of work: Part-time, 25 hours per week.

Probationary Period: 12 weeks.

Based: Motherwell, North Lanarkshire (possibility of hybrid to suit business needs) (Hybrid).

Responsible to: Interim Manager.

Screening: This position is subject to satisfactory references.

Overview: The post-holder will assist and support the Manager and the Board of Trustees in all aspects of administration and finance. They will also support internal and external communications, including maintaining and updating Lanarkshire Deaf Hub's social media channels and website.

Main responsibilities

Administration

- To facilitate daily office administration, including handling telephone messages, typing, photocopying, collating, and mail.
- To provide administrative support to staff and the Board of Trustees as needed and agreed upon, ensuring effective service delivery through assistance with event organisation, training, and outreach activities.
- To ensure the efficient administration of the Lanarkshire Deaf Hub office.

Connecting Communities since September 2003

Telephone: 01698 268700 | Mobile: 07396 845710

Email: admin@lanarkshiredeaf.org | Website: www.lanarkshiredeaf.org

Lanarkshire Deaf Hub is the operating name for Lanarkshire Deaf Club SCIO.

It is a registered SCIO (Scottish Charitable Incorporated Organisation (SC048560)).

- To manage accurate and confidential personnel information, such as sick leave and annual leave.
- To manage the purchase and use of office supplies and stationery.
- To assist in compiling and producing Annual Reports, Minutes of Meetings, Publicity material, etc.
- To assist the Interim Manager in preparing for and attending Board of Trustees meetings and related sub-groups.
- Coordinate collation of information for annual reports and subsequent reports.
- To assist the Interim Manager and the Board of Trustees in preparing OSCR Reports.
- To provide administrative support for funding / fundraising applications as requested.
- To ensure that all required Health and Safety documentation is up-to-date and displayed, including insurance, fire drill information, and first aid procedures.
- Complying with all Lanarkshire Deaf Hub policies and procedures.
- To provide support, review, and update policies for the Lanarkshire Deaf Hub.
- To work with all staff to ensure good safeguarding practices in all aspects of the charity's work.
- To update manual and computer files related to services, volunteers, and service users as required.
- To provide support in updating the website and social media platforms.
- To ensure good practice in equality, diversity, inclusion, and fairness in all aspects of the charity's work.
- To assist the Interim Manager with any other General Administrative tasks as required.

Finance

- To support the Interim Manager with day-to-day financial processing, including preparing and paying salaries and invoices.
- To support the preparation of monthly, quarterly, and annual financial information and accounts using Xero.
- To assist the Interim Manager and the Board of Trustees with budget planning, management, and reporting to funders.

Important notice

The post holder may be required to undertake any additional duties that fall within the nature of the role and responsibilities outlined above.

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