



2 Newbattle Terrace, Edinburgh, EH10 4RT

[www.columcille.org.uk](http://www.columcille.org.uk)

## **Job Description – Administrator**

**(2 days, Thursday and Friday, 8.30am – 4.30pm)**

### Introduction

Columcille is a day support service for adults with learning disabilities based in the Morningside area of Edinburgh. Our approach is based on offering creative and performing arts activities that enable individuals to learn skills, grow in confidence, make friendships and develop as individuals. Our workshops include crafts, café, gardening, printing, pottery, keep fit, music and drama. We also offer therapies such as massage, music therapy and a movement therapy called eurythmy. Support is also provided in the community. The service is guided by an approach based on some of the work of Rudolf Steiner that values the uniqueness of each individual and the benefits of participating in a creative, social environment.

Responsible to:      The Manager

Purpose of the job: To develop, maintain and administer processes and structures to aid the effective running of the organisation, with specific responsibility for all Human Resources administration. To act as first point of contact for the Centre in answering telephone calls and dealing with face-to-face enquiries.

### Job Context

Columcille is a small organisation employing 18 permanent staff plus some relief staff and volunteers. The Centre also employs four therapists who work between half a day and a full day providing input on music therapy, massage therapy, eurythmy and dance. There are also several sessional staff providing relief cover and a few volunteers.

Approximately 70 service users access our service across the week, up to 30 individuals attending on one day. This role provides general administrative support across a range of areas, in addition it has a particular responsibility for all aspects of HR administration using an online staff leave HR system as well as training and PVG processing.

## Specific Tasks and Responsibilities

### Communication and reception

- a. Answering the phone and communicating messages and information in a timely and accurate manner.
- b. Be the first point of contact for welcoming visitors, contractors and enquiries to the office. This may include reception duties at a 'front desk' when in place.
- c. To work in collaboration with the other part-time Administrator.
- d. You will be regularly mixing with service users in the course of your duties and will be asked to share in the weekly rota in the café.
- e. Oversee the tidiness office environment on a daily basis including health and safety.

### Human Resources

- a. To administer and maintain all staff and volunteer records electronically, and paper based personnel files and keeping up to date staff leave and absence records
- b. To provide staff information to the Manager and Finance officer as requested.
- c. Preparing offers of employment and draft contracts for employees.
- d. Processing contract amendments and providing accurate information to payroll.
- e. Processing new starters and leavers and providing accurate information to payroll.
- f. Administering the system for PVG record updates
- g. Assisting with any other appropriate HR administration tasks
- h. Working according to all policies and legislation relating to records retention, confidentiality and GDPR.

### Hall Rentals

- a. To respond to enquiries relating to renting the Columcille Hall by phone, email and in person
- b. To show interested people the facilities available for rental and explain the process
- c. To take and confirm bookings, process invoices and record income for the rental of the Hall.
- d. To maintain Hall Bookings Diary
- e. To ensure payments have been received.
- f. To liaise with bookkeeper regarding invoices and payments.
- g. To monitor the issuing and return of keys.

### Finance

- a. To be jointly responsible for the administration of all petty cash
- b. To act as one of the signatories for the company's bank account
- c. To undertake payment of invoices in the absence of the other Administrator

### Database & website

- a. To maintain the database of service users contact details, and produce a regular print copy update.
- b. To update the news and information on the Columcille website as needed
- c. To work jointly and flexibly with all staff in covering other administrative duties.

### Person Specification

#### **ESSENTIAL**

#### Experience and knowledge

- Experience of office administration
- Experience of Microsoft Office
- Experience of HR administration
- Experience of Internet Banking Systems
- Knowledge of Access database system

#### Skills and personal qualities

- Good communication, organisation and administrative skills
- Flexibility to move between a wide variety of tasks in any given day
- Ability to work on own initiative and in a team
- Ability to work to deadlines
- Ability to engage well with a wide range of individuals with different communication and support needs.
- Interest and appreciation of the ethos and approach of Columcille.

#### **DESIREABLE**

- Experience of and a desire to work with people with learning disabilities
- Experience of Xero accountancy package
- Experience of editing and updating website content

### Main Conditions

Hours: 16 hours, 8.30 – 4.30pm Thursday and Friday

Salary: £24,897 rising to 28,830 over 6 years for full-time post (38 hours).  
£10,482 pro-rated starting salary for 16 hours

Holidays 36 days pro-rata

Probation: 6 months, during which one week's notice is required.

The post holder will be invited to join the Company pension scheme. The post is also subject to Enhanced Disclosure checks. Columcille Centre has a no smoking policy, including vaping, which applies throughout the building. There is one designated smoking area in the garden.

### Application process:

- Complete the Application Form and return by 12noon Friday 6<sup>th</sup> June 2025
- Applications should be e-mailed to [admin@columcille.org.uk](mailto:admin@columcille.org.uk) Please do not send a CV.
- Interviews will be held at Columcille on Wednesday 11<sup>th</sup> June 2025
- Before the interview there will be a chance to tour the building and see how we work.
- We are looking for a start date as soon as possible for the successful candidate