**Killin and Ardeonaig**

**Community Development Trust (KAT)**

**Job Description**

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| **Post** | Senior Administration Manager (SAM) |
| **Salary** | Circa £30,000 - £34,000 per annum (pro rata) |
| **Hours** | 17.5 hours per week.Likely 5 mornings per week but with some evening and afternoon working as required.Hours are flexible and can be negotiated with the Line Manager subject to project needs. |
| **Location** | Based in Fassiefern but with home working as agreed with the Line Manager and taking cognisance of the Main Purpose of the Job stated below. |
| **Responsible to** | KAT Board and nominated KAT Director – who will carry out line management duties as described below, but generally on a one-to-one basis or with KAT chairperson present. |

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| **Main Purpose of the Job** |
| The Senior Admin Manager will be the public face of the Board, implementing the will of the Board, overseeing the projects of KAT, managing staff, services, finances and the interplay between projects, new ideas and capacity in KAT.It is anticipated the role will require visibility in the village, in the projects and among the staff.The Project Managers will report to SAM.The SAM will undertake the work necessary to ensure policies, risk assessments, recruitment and employment and anything else to support the projects and emerging new ideas.The Governance and HR role incorporates Company Secretary and Human Resources responsibilities. To ensure KAT is compliant with Companies House and OSCR by updating policies, taking meeting minutes, managing leases, and ensuring that utility contracts are up to date and are of best value.  |

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| **Key Areas of Responsibility** |
| **Human Resources** | * Ensure staff contracts are up to date and renewed if extended.
* New staff are issued with contracts, including the HMRC new start form required by the bookkeeper.
* Inductions are completed.
* Support all employees via one-to-ones and reviews in conjunction with Senior Project Manager.
* Employee policies are up to date,
* Ensure KAT is compliant with employment legislation.
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| **Companies House and OSCR** | * Carry out Company Secretary duties.
* Ensure KAT is compliant by keeping required information up to date.
* Submit accounts annually.
* Organise AGMs in accordance with our Articles and Memoranda
* Ensure all members are aware of forthcoming AGMs.
* Develop agenda for AGM.
* Circulate relevant reports in advance of AGM.
* Take and distribute minutes from AGM
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| **Governance** | * Organise and attend Board meetings.
* Develop agenda for meetings.
* Distribute reports and all paperwork prior to meetings.
* Take and distribute minutes at the board and other meetings as and when requested.
* Responsible for producing and maintaining all Policies
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| **Other tasks** | * Ensure KAT utilities’ contracts are of best value; meter readings are given, statements are checked and reconciled.
* Deal with property leases, both incoming and outgoing.
* General administration
* Support staff with funding information where required.
* Any other tasks required by the board.
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| **Leased Properties** | * Oversee the operation of leases
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| **Senior Project Manager** | * Work with the Senior Project Manager to ensure that all projects are carried out efficiently
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| **To line manage Project Managers** | * Enable them to carry out their role confidently and effectively through support and addressing training needs.
* Organise monthly team meetings (all staff)
* Develop and carry out joint annual appraisals, considering strengths and weaknesses with a view to addressing these through training and development where courses can be identified.
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| **New board members** | * Ensure each board member (new and existing) has access to the induction pack and understands their role and responsibilities.
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| **Other Responsibilities** |
| The post is supervised by the nominated Director, who will provide regular support, one-to-ones, and reviews. Ongoing mutual liaison and support between the Senior Project Manager and members of the KAT Board. Prepare regular reports on progress. Provide or identify training pertinent to Directors and Staff.Carry out Company Secretary duties.Provide support to the general administration of KAT.Communication and networking* Informally, help keep the community updated with progress of KAT projects.
* Help prepare bi-monthly reports in Killin News.
* Respond to members requests for information and updating on KAT developments
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| **Finance** | * Adhere to KAT financial policy for expenses.
* Purchase of general stationery as required.
* Other items to be authorised by Treasurer and Lead Director of Project.
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| **Policies** | Keep all policies (including those detailed below) updated to meet current legislation criteria. Write new Policies as required for Board approval.* Health & Safety\*
* undertake and be aware of issues relating both to self and any other employees and volunteers associated with KAT projects:
* conduct and update annual Risk Assessments for lone working, projects, events, and volunteer involvement.
* develop and update a H&S procedure in event of an incident.
* ensure Directors, and employees are aware of their responsibilities if a breach of health and safety occurs.
* Protecting Vulnerable People\*
	+ be aware of and adhere to the KAT policy.
	+ support Senior Project Manager and act as signatory.
* GDRP\*
* be aware of and adhere to GDPR policies.
* ensure staff have appropriate training.

\* Senior Project Manager currently has overall responsibility for these. |
| **Performance Management**  | Annual appraisals will be carried out by the KAT chair and nominated KAT HR director. Update Job Description annuallySupervisory meetings as required by either Executive Officer or KAT nominated HR director. |

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| The above duties are not exclusive or exhaustive and the post holder will be required to undertake such tasks as may be reasonably expected within the scope of the role |

**Personal Specification**

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| **Essential**  | **Desirable** |
| To have a good knowledge of Human Resources and employment legislation | To be able to write and oversee risk assessments  |
| To have a good understanding of Health & Safety  | To have a good understanding of Mircosoft packages like: SharePoint, Word, Excel, Outlook etc |
| To be able to write policy documents and keep existing ones up to date | To have an understanding of the Company Secretary duties  |
| To be able to work with a range of people with diplomacy  | To have an understanding of OSCR and charity law  |
| To be organised and be able to manage workload and time | To be able negotiate utilities contracts and ensure they are best value. |
| To be able to attend board meetings, take minutes and arrange meetings & papers | To be able to research information |
| To have the skills to support board and staff in their roles |  |
| To have good communication skills |  |