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# COMMUNITY ADMINISTRATOR

# JOB DESCRIPTION

## Mission Statement

We are Tiphereth Camphill, a vocational community that values each person equally. We aspire to live a life full of meaning, work associatively and grow together based on a rich cultural and spiritual foundation. We strengthen and nurture our common purpose and individual potential through authentic relationships and shared life experiences.

## Introduction

Tiphereth is a semi-rural Camphill Community based on the outskirts of Edinburgh at the foot of the Pentland Hills. Together we make up a community of about 150 people. The community provides residential care homes, supported living tenancies, a social enterprise and day support services for adults with learning disabilities and autism. For more information visit [www.tiphereth.org.uk](http://www.tiphereth.org.uk).

We offer adults with learning disabilities and autism the opportunity of living, working, and growing together to realise their potential. Our life and work are based on Rudolf Steiner’s anthroposophy and the principles of Social Therapy. We are also influenced by Social Pedagogy. Through working with these principles Tiphereth aims to meet the physical, emotional, and spiritual needs of the individuals we provide a service to. We strive to create situations where each person can participate in meaningful work, believing that work is the primary vehicle for personal growth and development.

We refer to the individuals who use our services as members.

## Job Context

The purpose of the role is to maintain the efficient running of our Tiphereth Community office, providing administrative support, document and poster design and minute taking for various aspects of the organisation.

As the office is often the first point of call for visitors in person or by phone to Tiphereth the role includes front line reception duties and office-based tasks.

The role is varied and extends across our community. Hospitality for meetings including set up for training, events, meetings and exhibitions as well as general cleaning and facility management and maintaining stock of office essentials are key essential tasks.

Primarily based within our Community at Tiphereth, the role may require off site working at times. On occasions evening and weekend work may be required out with normal hours to support Community events.

## Office based tasks

* The friendly face for all visitors to the office
* Answering phone, taking, and forwarding messages as appropriate
* Opening and distributing post
* Compiling and maintaining address lists for both emailing and post. (Parents, friends, funders, council members etc)
* Compiling and posting out papers to various groups of people
* Maintaining phone systems, mobile phones and photocopier for office
* Office orientation and IT support for new staff
* Office ordering/stationery/stocktaking and maintaining all storage areas
* Community bulk buying and maintenance of stocks
* Office cleaning to a high standard as a frontline place to host visitors
* Typing/compiling documents/data entry required by the Management team
* Design of posters, documents and brochures
* Manage Change Work recycling/waste collections for the community
* Manage PHS washroom facilities for the community
* Offsite paperwork archiving, storage and retrieval

## Meetings, training, and event support (both inhouse and off site)

* Coordinate and contribute to the organising of events
* Preparation of meeting spaces for hosting meetings, training, or events
* Ensuring any IT and paperwork needed is on hand
* Hospitality, refreshments, ordering catering, set up and clear away
* Greeting and hosting guests and visitors
* Occasional minute taking and timely distribution

## Community support

* Ensuring shared Community spaces are well maintained and organised
* Supporting Tiphereth’s annual Festival celebrations
* Supporting use of Hoyland Hall for external guests
* Maintaining the Library
* Assisting with Quality Audits and response documentation
* Coordinating and supporting exhibitions (internal and external) of members work or Community promotion

## Line Management

The post holder is responsible to the Quality Manager.

## Tiphereth Values

The post holder will take an active interest in the values and principles which underpin our life and work at Tiphereth and make full use of training and supervision to ensure that they are upheld in working practices and attitudes. They will build constructive working relationships within the community founded on dignity and respect for individuality.

## PVG

Working in our community at Tiphereth will require you to become a member of the Protecting Vulnerable Groups (PVG) scheme.

# PERSON SPECIFICATION

## Values and Attitudes

* A commitment to the idea of working collaboratively as part of a community
* A willingness to support the work of others and a ‘can do attitude’
* A personal understanding and acceptance of diversity and difference and an ability to embrace the strengths and experiences of people with learning disabilities

## Experience

* Have a minimum of 2 years administrative experience
* Experience of working within a diverse office environment that requires adaptability and a flexible approach to tasks
* Experience of being able to coordinate events and represent the organisation
* Experience of working within a charitable organisation is desirable

## Skills and Abilities

* Have excellent written, verbal and IT skills with accurate attention to detail
* The ability to work under pressure to meet deadlines
* The ability to work on multiple projects at any given time and have excellent time management and organisational skills
* Be able to undertake accurate note and minute taking during meetings and provide minutes timely and to a high standard
* An interest in design and understanding of software such as Canva
* Demonstrate an ability to effectively and timely communicate and co-ordinate information which may be time sensitive

# TERMS AND CONDITIONS

Salary: £24,578 with increments over 6 years to £26,478

Hours: Full – Time 37.5 hours per week

Monday and Thursday 0855 – 1700

Tuesday, Wednesday, Friday 0855 – 1600

Holiday: 36 days paid holiday per annum inclusive of statutory and public holidays. Every two years the holiday allowance increases by 1 day to a maximum of 40 days annual leave.

Sick Pay: 2 weeks full pay and 2 weeks half pay increasing after 2 years to 4 weeks full and 4 weeks half.

Pension: Tiphereth operates an Auto-enrolment Pension Scheme, which you are required to join or provide an alternative Scheme. Tiphereth contributes a sum equivalent to 5% of annual gross salary on behalf of the employee and the employee makes 4% contribution to the Scheme. Together these contributions provide a pension of 9% per annum.

Private Medical Insurance: You will have the opportunity to join Tiphereth’s group Private Medical Insurance scheme after successful probation period.

Probationary Period: All new staff are required to serve a probationary period of 6 months during which work performance will be reviewed. One week notice either side during probationary period.

Notice: 4 weeks after probationary period.