



The Hugo Burge Foundation

Administrator Role Overview

Position Details

- **Title:** Administrator
- **Location:** Marchmont Estate, Greenlaw (with some remote work flexibility)
- **Contract Type:** Part-time, 20 hours per week (Monday to Friday)
- **Salary:** £25,000–£27,000 FTE (pro rata), based on experience
- **Probation Period:** 6 months

Role Purpose

The Administrator plays a crucial role in supporting The Hugo Burge Foundation by ensuring efficient organisational, financial, and administrative operations. This position involves managing internal systems, handling communications, and supporting financial processes.

Key Responsibilities

One-Drive & Knowledge Management

- Develop and manage a One-Drive system for improved communication and document sharing.
- Organise and maintain organisational documents, contracts, policies, and archives.
- Assist with website and promotional material updates.

Enquiries & Communications

- Manage the main enquiries inbox for timely and professional responses.
- Serve as the first contact point for public and partner enquiries.
- Support external communications and correspondence.

Scheduling & Coordination

- Oversee the Foundation's shared calendar for meetings and events.
- Prepare for meetings, including agenda setting and minute-taking.
- Coordinate logistics for meetings.

Finance & Bookkeeping

- Assist with invoice processing and payments using accounting software.
- Perform bookkeeping tasks and maintain financial records.
- Manage petty cash and report on financial activities.

General Administration

- Support the CEO and team with administrative tasks.
- Maintain office supplies and daily operations.
- Assist with HR tasks such as inductions and policy updates.

Person Specification

Essential Skills

- Strong organisational skills with attention to detail.
- Proficiency in Microsoft Office and document management.
- Excellent communication skills.
- Ability to manage multiple priorities.

Desirable Skills

- Experience in charity, arts, or cultural organisations.
- Familiarity with Xero or similar accounting software.
- Knowledge of data protection and archiving.
- Skills in setting up digital tools like intranets or shared drives.

Join us and embody the Foundation's values of courage, support, and heartfelt interaction in all your professional pursuits.