

WATIF Community Development Trust

Job Description: Office Administrator

Location: WATIF Office at Loanhead Farm, West Calder, EH55 8LN

Reports to: Operational Manager

Hours: Part Time – 16 – 20 hours a week. 9am to 5pm (Negotiable)

Salary: £25,480 (FTE/35hrs pw) Actual salary: £11,648 - £14,560 for 16-20hrs pw.
(In line with experience)

About us

WATIF are a charitable community development trust established in 2011 and now based at Loanhead Farm in rural Clydesdale on the border of South Lanarkshire and West Lothian.

Loanhead Farm was acquired by WATIF in 2023 to be developed as an amenity for the community.

Our vision is: A beautiful and vibrant place, with a great quality of life for all.

Our aims are:

- To support local sustainable economic, environmental and social development
- To own well managed, financially sustainable land and buildings

Our values are:

Inclusion, Honesty, Sustainability, Belonging and Community

We are seeking two proactive and organised Office Administrators to play key roles in supporting the smooth running of our charity and ensuring our team can deliver vital services to the community.

Role Purpose

The Office Administrators will be responsible for providing administrative, financial and operational support to ensure the effective day-to-day functioning of the charity. The Administration roles are central to maintaining efficient systems and supporting Trustees, staff, volunteers and other stakeholders.

Key Responsibilities

Administration & Office Support

- Act as first point of contact for general enquiries (phone, email, post)
- Manage office supplies, equipment and IT support requests.
- Maintain accurate records, filing systems and databases.
- Support with preparing reports, correspondence and documentation.

Governance & Compliance

- Assist with scheduling board meetings, preparing agendas and taking minutes.
- Maintain charity records in line with GDPR and regulatory requirements.
- Support compliance with policies, procedures and charity governance standards.

Finance & Fundraising Support

- Process invoices, expenses and petty cash in line with financial procedures.
- Provide administrative support for fundraising campaigns, donor records and grant applications.

Staff & Volunteer Coordination

- Maintain staff & volunteer records.
- Assist with recruitment administration.
- Support volunteer communication and scheduling.

Communication & Events

- Support the delivery of charity events, workshops, and community activities.
- Assist with maintaining the charity's website, newsletters and social media channels.
- Liaise with partners, suppliers and stakeholders.

About you

Essential:

- Strong organisational and time management skills.
- Excellent written and verbal communication.
- Proficiency in Microsoft Office 365 (Word, Excel, Outlook,) and general IT systems.
- Ability to manage multiple priorities in a busy environment.
- A proactive, flexible and team-oriented approach.

Desirable:

- Experience working in the charity or voluntary sector.
- Knowledge of basic bookkeeping or financial administration.
- Familiarity with social media, Facebook Instagram.
- Understanding of fund raising and community activities.

What we offer:

- A supportive and friendly working environment.
- An opportunity to make a meaningful difference in the community.
- An opportunity to support the developing project at Loanhead Farm.
- Training and development opportunities.
- Flexible working arrangements where possible.