JOB DESCRIPTION

Post: **Ecas Administrator**

Responsible to: **Chief Executive**

Background
Ecas is an Edinburgh based charity and was established over a hundred years ago. The charity works to improve the quality of life of physically disabled people in the Edinburgh and Lothians area: promoting equality, choice and participation through our activities, befriending service and grants. We also organise accessible outings and events. Recently we celebrated all that Ecas does at our Connect exhibition and delivered outings to the Royal Botanic Garden, Jupiter Artland, and Burrell Collection in Glasgow. See our latest impact statistics here

Purpose of Job
Responsible for the overall organisation and coordination of Ecas' office operations, procedures, and resources to ensure organisational effectiveness and efficiency. This includes administering Ecas' grants fund, acting as the Health and Safety Officer and organising accessible outings and events for those who use our services. Be enthusiastic about Ecas' work and the ability to maintain a friendly, welcoming approach as the primary point of contact for Ecas activity service users and grant applicants.

Major Tasks/Job Activities:
In conjunction with the chief executive, co-ordinate the day-to-day running of the Ecas programme of activities for physically disabled adults to ensure their smooth operation. This involves liaison with group leaders, transport providers, service users, families of service users and care providers, in person, on the telephone, by email, in writing and online.

In conjunction with the chief executive, arrange cover for absent group leaders. This includes supervising appropriate group activities in the absence of the group leader.

Interview prospective service users wishing to join activities, in liaison with the chief executive, and assist them in selecting the appropriate activity.

Process applications to join activities and to receive support with transport costs. Draft activity reports, maintain activity registers and provide statistical data for the chief executive, finance committee and Directors.

Liaise with activity volunteers to ensure they are supported and allocated to suitable groups.

In conjunction with the chief executive, co-ordinate group leaders, venues, service users and transport, including ensuring that fees are paid, and service users are advised of the programme and any changes. To bring issues to the attention of the chief executive.

Liaise with the various venues used for activities and ensure leases and agreements are renewed as required.

Be the first point of contact for enquiries to Ecas, answering queries and passing callers on to the relevant staff member.

Provide general office support and administration to ensure the smooth running of the Ecas office, using Microsoft 365. Maintain effective administration records and filing. Maintain the office diary.

Administration of the Grants Fund:

- Prepare all applications for scrutiny by the grants committee, with support from the chief executive when required.
- Administer grants and correspondence for pending cases.
- Order equipment for successful cases at the best value for money.
- Liaise with sponsors to ensure that the committee has all the information they require to assess cases.
- Respond to funding enquiries.

Liaise with Disclosure Scotland to arrange PVG Scheme membership clearances and manage record of memberships.

Be the Fire Officer and Health and Safety Officer. Conduct risk assessments and produce PEEPs. Assist other staff in conducting risk assessments and maintain a register, ensuring assessments are reviewed when due. Liaise with RBS Mentor, Ecas' health & safety consultants and Norton Park's health and safety staff.

Maintain the staff training plan, alerting the chief executive when training is due so that an appropriate budget can be allocated.

Publicise Ecas services wherever possible, seeking prior approval for expenditure from the chief executive.

Update Ecas' database with service users from activities, Ecas members, staff and other contacts.

Lead the organisation of activity group outings, support AGM preparations and, when required, coordinate Ecas' involvement with other relevant events to promote Ecas services. Take minutes of AGM and staff meetings; distribute papers as required.

Maintenance of adequate levels of stationery and purchase of office and activities equipment as authorised by the chief executive. Liaison with all suppliers and contractors comparing invoices with order sheets, comparing both against goods received and settlement of accounts.

Keeping records of financial transactions in a manner agreed upon with the management accountant and liaise with them to facilitate the production of quarterly accounts.

Maintenance of petty cash, the petty cash book and cash receipts including payment of small expenses to staff within guidelines set by the chief executive.

Banking cheques and cash when required, keeping records for the management accountant.

As a member of a small office team assist in other reasonable tasks as required.

This post requires the post holder to have one-to-one unsupervised access with an adult at risk on a frequent and routine basis and is therefore subject to PVG Scheme membership.

ECAS ADMINISTRATOR
TERMS OF APPOINTMENT, QUALIFICATIONS AND EXPERIENCE REQUIRED, AND APPLICATION PROCESS

Terms of appointment

- Full-time post for 35 hours per week, Monday-Friday, with a salary of £31,991.27
- The place of work will be Norton Park, 57 Albion Road, Edinburgh EH7 5QY
- Ecas operates a flexi-time system.
- 30 days holiday entitlement (which includes statutory holidays)
- To support the delivery of Ecas activities, holidays are to be taken during activity term breaks. Activities breaks: 2 weeks over Christmas, 2 weeks at Easter, and 4 weeks during summer.
- There is an optional contributory pension scheme after 3 months. Current contribution is 10% employer, 5% employee.
- There will be a probationary period of 6 months.
- The appointment will be subject to medical checks and PVG scheme membership.

Essential qualifications, skills and experience

- Significant experience working in an administrative role.
- Ability to maintain a friendly and welcoming manner whilst using tact and diplomacy, as the main contact of service users attending Ecas activities and grant applicants.
- Experience in maintaining and improving office procedures.
- Knowledge and understanding of disability, social inclusion and equality issues.
- Excellent interpersonal skills and the ability to communicate effectively with people at all levels, both face-to-face and in writing.
- Experience in financial administration, including tracking service user activity fees, processing invoices and petty cash.
- Ability to use own initiative and organise own work efficiently, in consultation with the chief executive.
- Experience in tracking and overseeing health and safety procedures. Conduct and review risk assessments.
- Experience of working in a staff team and collaborative working.
- Proficient in Microsoft Office Suite and using Microsoft 365, including email, word, excel, and access databases.

Desirable qualifications and experience

- Experience of working with people with physical disabilities, as an employee or a volunteer.
- Experience of working in the 3rd sector.
- Experience administering a grants fund.
- Experience of organising and delivering small events such as service user outings, AGMs or art/craft shows.
- Current driving license with access to a car to conduct health and safety visits. (Mileage paid).

Application process
To apply please send your C.V. with the names of two referees. Please also send a covering letter (preferably 1 side, but maximum 2 sides, of A4 with minimum 11 font) clarifying how you meet the required skills and experience, and saying why you consider yourself suitable for the post. You're welcome to use AI to help structure your thoughts, edit, or support accessibility when applying, provided your application stays truthful and original.

Referees will not be contacted until an offer has been made and accepted.

Completing the Equal Opportunities Monitoring Form is voluntary and will be used only for analysis. The information supplied will be kept confidential and separate from applications.

We value diversity, promote equality and encourage applications from people of all backgrounds.

The closing date is 7am, Monday 4th January. Interviews will be held at Ecas' office in Norton Park, on **Monday 11th January.**

Feedback can only be provided to applicants who reach the interview stage.

Applications should be sent FAO: Ally Irvine, Chief Executive.
Email: hello@ecas.scot

If you have any queries or would like to discuss the role, please email ally@ecas.scot or call 07500 221 618.

Please note: Ecas' Offices will be closed for the festive season from 3.30pm Friday 18th December until 9am Tuesday 5th January.