**Forth Valley Inclusion**



**Person Specification and Job Description - Administrator**

**Responsible to:** Trustees of Forth Valley Inclusion

**Work Base:** HMP & YOI Stirling (option of part home working)

**Hours:** 10 hours per week

**Salary:** £14.02 per hour £7290 per annum

**Period of employment:** The contract is to 31st May 2028 subject to continuation of National Lottery and Scottish Government funding.

**OVERVIEW**

The purpose of the role of the Administrator is to co-ordinate and assist the work of the prison visitor centres operated by Forth Valley Inclusion, providing a professional service, at all times, to a variety of people within the centres. This includes staff, visitors, representatives of agencies using the centres, trustees along with occasional official visitors and SPS staff. The role includes a wide range of office administrator tasks.

**RESPONSIBILITIES**

**General**

* To provide administrative support to the staff at the visitor centres; including staff attendance, rotas and maintaining all staff records, including training
* To provide occasional minute taking and agenda circulation
* To assist as required with any staff and volunteer recruitment
* To undertake financial duties including petty cash management and full expenditure records
* To ensure appropriate insurance documents are displayed and records kept of up-to-date maintenance
* To coordinate IT equipment records are up-to-date, with the correct software in use

**Communication**

* To ensure the information about services available is up-to-date and easily accessible
* To ensure our content on all media outlets including website is up to date accurate and attractively presented, in conjunction with manager and other staff
* To assist with any additional newsletters or equivalents either originated by the Board or VC Manager

**Governance**

* To ensure that the centres are administered in accordance with good business practices as laid down by the VC manager, the Charity Trustees and by SPS
* To ensure that all employees, full time and part time, volunteers, representatives of agencies regularly using the premise, are all compliant with Disclosure Scotland’s policies.
* To ensure all staff reviews are undertaken and records kept accordingly
* To ensure that the centre has a full and comprehensive directory of policies and procedures and to monitor their review by the respective responsible person/author as and when required
* To maintain a schedule of all approved training provided both by external or in-house providers
* To seek training providers and courses as directed by the VC Manager
* To keep and maintain any volunteer records where needed
* To assist the Board as required with promoting ‘The Friends of FVI’

**These duties may be changed following discussion with the Job holder**

**Person Specification /attributes**

* Good interpersonal skills with variety of experience of public, voluntary and private sectors
* Good communicator with great interpersonal skills, both written and verbal
* Comfortable working with the minimum of supervision
* Proven working knowledge and extensive computing experience
* Capable and competent in dealing with change in a fluid environment
* Good forward planning and implementing skills
* Great organisation and record keeping abilities
* Knowledge of GDPR policies, with ability to manage personal details