## Job Title: Admin assistant

## Location: The Pavillion (Greater Easterhouse), 47 Aberdalgie road, Glasgow, G34 9HX

## Salary: £22,223 per annum pro rata

## Hours: Part time 20 hours per week

## Contract Type: Fixed term for 12 months with strong possibility of extension

## Reports to: Manager

## About Us

The Pavillion (Greater Easterhouse) is a welcoming, safe and vibrant place for young people to meet, learn, and develop new skills. We run a variety of programmes, activities, and events that empower young people and support their growth. The Pavillion is looking for an organised, motivated and community-minded **Administrative Assistant** to support our Management and youth services team. This is a great opportunity to play a key behind-the-scenes role in an organisation committed to helping young people reach their potential.

## Role Overview

As our Administrative Assistant, you’ll be the backbone of our office operations providing vital admin support to help our programs run smoothly. You’ll work closely with youth workers, volunteers, and management to ensure everything is in place to deliver high-quality support and activities for young people in our community.

A core part of your role will be managing records and maintaining our monitoring systems helping us track impact, improve services and meet reporting requirements. You willassist with financial admin and support the delivery of programme activities and events. This role is ideal for someone who enjoys working in a busy, varied environment and has a genuine interest in supporting work that benefits young people.

This role may involve **occasional evening or weekend work** to support youth events or community activities therefore flexibility is essential.

**Key Responsibilities**

* Act as the first point of contact for phone, email, and in-person enquiries.
* Maintain accurate records of attendance, membership, and safeguarding documentation.
* Provide administrative assistance to project manager and staff team.
* Manage monitoring systems and databases to track service delivery and engagement
* Assist with petty cash, and basic financial record-keeping.
* Prepare and distribute letters, newsletters, and other communications.
* Support event planning by liaising with staff, volunteers, and external partners.
* Efficiently maintain databases and filing systems.
* Help prepare reports as required.
* Support team members across various projects and services.
* Ensure compliance with safeguarding, GDPR, and health & safety requirements.
* Carry out other administrative tasks as required to support the youth club’s smooth operation.
* Manage and monitor stock levels for programme materials and office supplies and place orders when required.

### ****Person Specification****

**Essential:**

* Strong organisational and time-management skills.
* Good written and verbal communication.
* Proficiency in Microsoft Office (Word, Excel, Outlook) and general IT systems.
* Ability to work independently and as part of a team.
* Attention to detail and accuracy.
* A friendly, approachable manner and a commitment to equality, diversity, and inclusion.

**Desirable:**

* Previous administrative experience in a youth service, charity, or community setting.
* Knowledge of safeguarding and data protection practices.
* Experience with database systems and/or social media platforms.

### ****Benefits****

* Work in a friendly, supportive team environment.
* Opportunity to make a real difference in the lives of young people.
* Flexible working hours (where possible).
* Training and development opportunities.

## To apply:

Please complete the application form attached to this advertisement and send to recruitment@pavillion.org.uk

Closing date for applications: Monday 22nd September 2025 at 12noon.