



Role Description

Office & Facilities Lead (part time)

Salary: £17,000 – £19,000 per annum (pro-rata), based on 22.5 hours per week. This equates to a full-time equivalent (FTE) range of £28,300 – £31,600. The exact starting salary will depend on experience. This role meets and exceeds the Real Living Wage.

Hours: Tuesday, Wednesday, Thursday – 9:00 am to 5:00 pm.

About GalGael

GalGael is a small community organisation. We stand for health, compassion and justice for all. We create the conditions for people from marginalised communities to reclaim health and agency through working with their hands. This takes place within the context of community woven around woodwork, growing, crafting, cooking, eating, and boat repair. Our Making Just Futures project is a practical and participatory response to poverty, poor mental health, inequality, and loneliness. We also see it as a means to develop capacities necessary to address the complexity of the challenges of our time, such as crises fuelled by social fragmentation, rising prices, or climate change. You can find out more about us on [our website](#)

Role

The Office and Facilities Lead holds a pivotal coordinating role within GalGael, acting as the central operational hub for our administration, facilities, compliance, and governance functions. This will include supporting our small team with day-to-day administrative tasks including reception, mail and data processing. Additionally you will ensure organisational compliance with relevant legislation and internal policies including oversight for regular maintenance checks to handling PVG applications and occasional secretarial support to our Board of Trustees. Administrative support for projects and activity is also a part of the responsibilities. This role is 22.5 hours a week and will be based at our workshops and gardens at 15 Fairley Street, Glasgow.

Responsibilities

1. **Operations & Facilities:** Steward daily office operations; liaise with external contractors for repairs, servicing, and routine statutory checks (e.g., Fire Risk Assessment actions, electrical/gas safety) to ensure our workshops and gardens remain safe and functional.
2. **Records & Archiving:** Own the lifecycle of organisational records - maintaining current filing systems (hard and soft copies) and leading periodic archiving projects.
3. **Welcome/Front of House:** Steward how we welcome community members, partner organisations, and the public. Respond to queries via telephone and steward the mail@galgael.org mailbox.
4. **Health, Safety & Compliance:** Champion H&S compliance by scheduling routine maintenance checks and acting as the designated PVG Coordinator - initiating applications, verifying ID, countersigning, and maintaining the central tracking record for all staff and volunteers.

5. **Governance Support:** Secretarial duties in servicing the Board of Trustees - circulating draft minutes for approval, collating board papers, and managing meeting schedules/logistics.
6. **Communications:** Facilitate clear internal information flow, ensuring the self-managed team stays aligned on updates, policies, and shared calendars. Support external communication including, acknowledge donations, and support regular communications with our supporters.
7. **Project Support:** Provide dedicated administrative backbone to the 'Making Just Futures' project – from handling enquiries to maintaining accurate project records. Support our emerging community membership model by maintaining member records, tracking renewals/lapses, and coordinating membership communications.
8. **Event Support:** Support logistics for a wide range of events - from visits to community gatherings including venue/space prep, catering, and public booking coordination.
9. **Purchasing and Expenses:** Oversee day-to-day purchasing general supplies, processing community member expense reimbursements, managing petty cash floats, and raising purchase orders (in partnership with our Finance Worker).
10. **Collaborative Culture:** Work integrally within the self-managed team and in partnership with the Board of Trustees, modelling GalGael's values, vision, and commitment to community.

This Role Description outlines the key areas of responsibility. In our self-managed team, we regularly review and adapt roles to meet the changing needs of the organisation.

Person Specification

Essential for this role:

- you have substantial experience in administration, with demonstrable responsibility for compliance, record-keeping, or operational coordination in a similar role;
- you have a proven ability to handle confidential and sensitive information with discretion (e.g., PVG data, Board papers, personnel records);
- you have experience liaising with contractors or managing building/facilities maintenance;
- you are highly organised and care about the standard of work you undertake;
- you have an eye for detail and are methodical in your approach to your work.

Desirable (but not essential):

- you have experience acting as a PVG Coordinator or similar disclosure/background-check role;
- you have some experience support events or stewarding membership processes
- you have experience processing petty cash transactions and expenses
- you have an understanding of the Scottish charity sector and its regulatory environment (OSCR).

This role is for you if:

- you are highly organised and can stay focused on the task at hand;
- you love a good system and like to spot improvements;
- you enjoy variety and thinking on your feet;
- you are welcoming and treat everyone the same;

- you share our values and want to ensure people reclaim skills, agency and their wellbeing through the project
- you don't have designs on boat building or community work and are happy running a tight back office
- you are resilient and resourceful even in the face of adversity!

How to Apply

Please send us an email to apply@galgael.org with the following:

- A covering letter (max 1 page) telling us:
 - Why you are interested in this role and GalGael;
 - How your experience matches the responsibilities outlined, with particular reference to compliance/record-keeping, facilities oversight, and supporting admin and operations;
 - What you would bring to our self-managed team culture.
- Your CV (max 2 pages) summarising your employment history, education, and any relevant qualifications.

We will shortlist based on how clearly your covering letter demonstrates the essential criteria. We do not require a separate "about you" section - your letter and CV will tell us everything we need.

Deadline: Applications should be emailed to apply@galgael.org by 5 pm 21 August

Interviews: For successful applicants, interviews will be held w/c 31 August at 15 Fairley Street, Glasgow G51 2SN. We will notify applicants by 5 pm 26 Aug.

Equal Opportunities GalGael is working towards being an equal opportunities employer and welcomes applications from all members of the community, irrespective of age; disability; gender reassignment; pregnancy and maternity; race; religion and belief; sex and sexual orientation, marriage and civil partnership status.