

Administrator
(14 hours per week)

Responsible to: Director

Key relationships: FiCS staff and volunteers, Trustees, local community partners

Main Duty

To provide overall administrative support for the work of Faith in Community Scotland

Key Tasks

- Provide office management and administrative support to the Director and staff team as required.
- Help develop the organisation's use of digital technologies and social media.
- Maintain organisational database and ensure team work is logged and updated on a weekly basis, so that monthly reports can be produced.
- Have an overview of GDPR privacy policies/data protection and health and safety.
- Liaise closely with Finance Officer as required – in particular to assist with the administration of grant payments and the annual examination of accounts.
- Monitor the organisation's general email inbox and phone, forwarding correspondence and calls as required to relevant team members.
- Ensure staff requests for annual leave are logged after approval by the Director; and overall staff attendance register is kept regularly up to date.
- Attend as required Trustee meetings and take notes to produce draft minutes of these meetings.
- Undertake any other administrative duties which may be required from time to time, as reasonably requested by the Director.

Person Specification

Essential:

- In sympathy with the vision and values of Faith in Community Scotland
- Prior experience of providing administrative support
- Proficiency in use of social media and digital technologies
- Proficiency in use of Microsoft Office software
- Working knowledge of GDPR principles and how to apply them in practice
- Excellent interpersonal skills, including communication skills and telephone manner;
- Proven ability to work collaboratively with colleagues and to contribute to effective team working

Deadline for applications: 12 noon, Wednesday 19 August 2026.

Interviews: At the offices of Faith in Community Scotland, 200 Balmore Road, Glasgow on Thursday 3 Sep 2026

Those shortlisted for interview will be contacted as soon as possible after the closing date.

Please refer to “Notes for applicants” and to our Privacy Policy for Job Applicants

Please email your completed application to: jobs@faithincommunity.scot to reach us by, or before, **12 noon on Wednesday 19 August 2026.**

Please use only the application form provided and do not send CVs as these will not be considered.

Principle terms and conditions



(This document does not form part of your contract of employment - a full contract of employment will be issued to the successful applicant on appointment).

- This post is currently funded until 31 March 2028, with the possibility of ongoing funding thereafter.
- Hours of work: 14 hours per week, exact pattern to be discussed and agreed. (A normal working day is 7 hours from 9am until 4.30pm with 30 minutes for lunch.)
- Salary is Grade B, on a five-year range from £11,282 - £12,262. (£28,205 - £30,656 FTE).
- The post is based at the offices of Faith in Community Scotland, 200 Balmore Road, Glasgow G22 6LJ.
- Annual leave entitlement is 5 working weeks per annum (rising to 5.4 working weeks after two years' service and 6 working weeks after five years' service). In addition, entitlement to 12 public holidays pro-rata is given.
- After successful completion of a 3-month probationary period, the successful applicant will be auto enrolled into the pension scheme of TPT Retirement Solutions <https://www.tpt.co.uk/> and backdated to the commencement date of employment. An employer's pension contribution equivalent to 7.5% of salary will be contributed. Minimum employee contribution is 0.5% which is deducted from salary. Employees can choose to increase their contribution if they wish.
- In order to comply with the Asylum and Immigration Act 2006, all candidates invited to interview, will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

Job Applicants Privacy Notice



Thank you for your interest in our vacancy.

In applying for a job with us you are providing us with personal information (personal data). Under data protection law, we are obliged to tell you certain things as set out below.

How do I ask about data protection?

If you have any questions or concerns about your rights or how we use your data you should, in the first instance, contact us at info@faithincommunity.scot

What data are we collecting?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

During the course of the recruitment process, information will be generated by you and by us, for example you may be asked to undertake tests and /or to attend for interview during which we might take interview notes.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks.

Any offer of employment made to you will be conditional to your completion of successful pre-employment checks to progress to a final offer.

Why are you collecting my data?

The legal grounds for collecting and processing your personal data are that it is 'in the legitimate interests of the employer', in order to select and appoint people to fill vacant roles. It is also necessary for 'the performance of a contract' in the event that you are successful in your application. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. If so, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

How will you use my data?

We will use your personal data to

- Assess your application for employment in the role you have applied for
- Contact you in relation to your application for employment

Who will have access to my data?

Persons directly involved in the recruitment process. These are likely to be panel members, administrative or clerical workers, and any person called upon to advise the panel during or in consequence of that recruitment process (for example lawyers or Personnel advisors).

How will my data be stored?

Paper documents will be stored securely in a lockable cabinet, and accessed only by those persons noted above, for the reasons noted above.

Electronic files will be stored in a confidential folder, and accessed only by those persons noted above, for the reasons noted above. Any personal data provided to third parties (eg lawyers or Personnel advisors) will be anonymised and/or subject to confidentiality agreements.

How long will my data be kept for?

Original documents for unsuccessful applicants will be retained for up to nine months. Note that the documents may be used in evidence in the event that the employer is subject to any legal claims. Photocopies of original documents made for the recruitment panel will be destroyed immediately after the appointment is made.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

How will my data be destroyed?

Paper documents will be destroyed by confidential shredding. Electronic files will be securely deleted.

What rights do I have regarding my personal data?

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data by making a Subject | Access request;
- require the organisation to change incorrect or incomplete data;

- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), which is the regulator for data protection.

What if I don't provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

APPLICATION FOR EMPLOYMENT: GUIDANCE NOTES FOR CANDIDATES



Thank you for your interest in working with Faith in Community Scotland (FiCS). To assist you, please note the following prior to completing your application.

- Please read our *Privacy Policy* for Job Applicants which, in line with Data Protection Law, advises how we use and store your personal information (personal data). The information provided by you will be used for recruitment and equal opportunities monitoring. The data for unsuccessful candidates will be kept for a maximum period of nine months and then destroyed
- Applications will **only** be accepted on Faith in Community Scotland application forms. Please do not attach a CV as this will not be considered in the selection process.
- If applying for more than one post within FiCS, please use a separate application form for each post.
- Please do not use additional paper to answer the questions but confine your responses to the space provided. Any documents included with the application will be discarded.
- The application form consists of three parts, A, B and C, all of which must be completed. The application covers personal details, education and training, employment history and relevant skills and experience. **Part C is the only information that will be used to decide whether or not to shortlist you for interview.** Part B, the Equal Opportunities Monitoring Form, will not be seen by the selection panel and will remain strictly confidential.
- We are legally required to ensure that all FiCS employees are permitted to work in the UK. We will not be able to engage you if you cannot provide, at interview, relevant, original, documentation confirming your right to work in the UK.
- References will only be taken up post-interview as part of a conditional offer made to the successful applicant.
- Your completed application should be submitted on or before the closing deadline indicated. Email your completed form to: jobs@faithincommunity.scot

Criminal Record Disclosure

FiCS promotes equality of opportunity and having a criminal record will not necessarily prevent you from working with us. You must declare any convictions that are unspent. Disclosure of a conviction will not automatically exclude you from consideration. The offence will be taken into account if it is considered one which would make you unsuitable for the type of work to be done.

Protecting vulnerable people through safer recruitment

Faith in Community Scotland is committed to ensuring the safety of vulnerable people and our recruitment process is designed to support this. For certain vacancies, the successful candidate will be subject to membership of the Protection of Vulnerable Groups (PVG) Scheme. Where membership is required for the position for which you are applying, this will be clearly marked in the one-page document giving brief details of Salary, hours and other terms.

All relevant expenses related to the vetting process will be met by Faith in Community Scotland. Confirmation of appointment will be conditional on the satisfactory outcome of this process.