



Administrative Officer

Salary: £25,480 pro rata (0.51 FTE) / £13,101 for 18 hours/week

Hours: 18 hours flexible - work pattern to be agreed upon starting

Location: Action Station, 118 Portobello High Street, Edinburgh. Partial home working is possible

Deadline: 31 October 2026

To Apply: Please send CV, Cover letter and Equal Opportunities Monitoring form to portycommunityenergy@gmail.com

Contract: 12-month fixed-term, with continuation at the discretion of the employer

Reports to: The Board of Directors

Start date: As soon as possible

About Porty Community Energy

Porty Community Energy is a small charitable company focused on holistic climate action and transformative change in the community. We are building a resilient, people-powered community, one that takes real action on climate change and brings neighbours along for the ride. We are creating common, shared resources, from a cycle library to community-owned energy and heating. We are led by a volunteer board and employ a small team of part-time project coordinators supported by volunteers. We are excited to welcome someone into this new position that will help us continue to grow and extend our programme.

About the Role

The Administrative officer will play a central role in ensuring the seamless daily running of PCE. You'll assist with operational management, supporting the board and wider team to ensure everything runs efficiently and consistently across our projects from our office base in central Portobello High Street. This role is perfect for someone who is highly organised, thrives on

variety, enjoys working both outdoors and in an office setting, and can balance practical problem-solving with strong organisational skills. The role will include occasional evening meetings and seasonal events in the community.

About You

You'll be a highly organised, proactive, solution-focused person who enjoys taking initiative and working independently, while also being a supportive and collaborative team member. You should be comfortable juggling multiple priorities and willing to get stuck in wherever needed.

Key Responsibilities

- Oversee the day-to-day running of office space, file organisation and digital storage
- Manage communications via social media, monthly newsletter, mailing lists and website updates across all projects, maintaining consistency in voice across platforms
- Assist with processing payroll and petty cash
- Process invoices and track expenses using Xero, and support ongoing budget management with directors and project coordinators
- Manage central email inbox
- Responsible for keeping up to date insurance, licences and permits.
- Manage meeting agenda, notes and action tracking
- Responsible for organisational-wide calendar and ensuring team members are up to date
- Assist with the operational setup and smooth running of special events, festivals, and seasonal activities
- Assist the board members with central decision making
- Ensure operational systems are effective and up to date.
- Help develop improved internal communications systems
- Help ensure organisational compliance with policies and processes
- Help develop membership models and other income streams

Essential Skills & Qualities

- Strong organisational and problem-solving skills
- Attention to details
- Excellent communication and interpersonal abilities (in person and writing)
- Experience managing (financial) administration systems

- Experience managing website content and social media
- Team player with a positive attitude to support and guide a small team
- Committed community member engaged in collective action
- Confident using spreadsheets and online systems for scheduling and budgeting
- A genuine interest in tackling the climate emergency

What We Offer

- Above Living Wage pay
- Flexible working
- Community Office Workspace
- Hybrid home/office working option
- Statutory holiday entitlement
- Free cycle hire
- Regular team gatherings
- Being part of an active and growing organisation that wants to make real change

We will need from you

- Proof you have the right to work in the UK

Pay and Conditions

Pay: £25,480 pro rata FTE/£13,101 for 18 hours. You will be paid on a monthly basis by BACS.

Holidays: 15 days

Pension: 6% employer's contribution

Deadline: 31 October 2026 23:59

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Interviews: 5 November 2026

Porty Community Energy
Charitable Company Ltd by Guarantee
Companies House Number: SC681414
Scottish Charity Number: SC054271

www.portycommunityenergy.org