

JOB DESCRIPTION	
Job Title	Administrator
Based at:	Home Based with semi-regular visits to our office in Edinburgh
Reporting to:	President, Vice Presidents and Council
Salary:	£28,000 Pro rata
Hours of Work:	2 days per week (14 hours) - Working pattern flexible. 6 months with the possibility of a permanent contract following this.
Job Purpose:	To provide general administrative and secretarial support for The Caley
Main duties and responsibilities	
<ul style="list-style-type: none"> ● Overall responsibility for all administrative procedures ● Maintain and update systems for Caley membership (This may be undertaken by a Membership Secretary at a later date) ● Update all record keeping, (other than the books of account) including the accuracy of data and ease of retrieval, the production of statistical information required by The Caley Council ● Minute taking and documenting of monthly council meetings and some committee meetings - These are commonly held digitally in the evening and roughly monthly ● Word processing of documents; Minute taking and distribution of papers for meetings ● Act as point of information for Caley members and the general public ● Contribute to increasing membership and The Caley's national profile ● Ordering of materials, stationery and consumables ● Assist in organising events and meetings ● Manage the Caley events and Council and Committee diaries ● Contribute to the preparation and submission of funding proposals and applications ● Any other duties deemed appropriate to the needs of The Caley 	
Scale of Responsibilities:	
<ul style="list-style-type: none"> ● Working in liaison with Caley President, Vice Presidents, Council members, and other Caley staff, volunteers and stakeholders /partners. ● Demonstrate a clear understanding of the aims and objectives of the society ● Liaise with Honorary Treasurer over invoicing and other finance related processes ● Updating website and social media as required. 	
Experience Required:	
Experience of word processing; working knowledge of MS Office systems including Excel and Powerpoint; knowledge and understanding of equal opportunities and health and safety; ability to communicate effectively to a wide range of stakeholders and partner organisations.	
Educational Qualifications Preferred: HN/Degree level education and/or experience of a wide range of administrative work in a small team setting	

Employee Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Minimum of a Further Education/Highers certificates 	<ul style="list-style-type: none"> HN level or degree standard of education
Experience	<ul style="list-style-type: none"> Working knowledge of MS Office and good word processing skills Working knowledge of Zoom and Teams for meeting setting Working knowledge of equal opportunities, health and safety 	<ul style="list-style-type: none"> Monitoring and Evaluation/ retrieval of basic statistical information Working knowledge of Xero accounting software Enthusiasm / interest in gardening/horticulture
Attainments/Competences	<ul style="list-style-type: none"> Good organisational skills Good written, verbal and numerical skills, working accurately and with attention to detail Self directed and motivated Good communication skills, dealing with a wide range of audiences and levels 	<ul style="list-style-type: none"> Some design skills for promotional materials if required Ability to update website and social media
Special aptitudes	<ul style="list-style-type: none"> Ability to work both independently and as part of a team Ability to deal with confidential information 	
Other	<ul style="list-style-type: none"> Out of hours working as the post demands 	<ul style="list-style-type: none"> Clean driving licence

To apply, please email a cover letter of not more than 1 page along with an up to date CV to President@rchs.co.uk. Applications close 14.10.2024 and we reserve the right to close sooner if a suitable candidate is found.