



Title	Assistant Administrator
Responsible to	Business Manager
Salary	£18,000
Location	Great Michael House, 14 Links Place, Edinburgh EH6 7EZ
Status	Full time (35 hours)
Term	12-month temporary post with possible extension

Job purpose

To ensure the smooth running of our office and provide a range of administrative support to our Business Support and Direct Help & Support teams. The role involves work in three main areas: administration, ICT and fundraising support.

Duties – Administration

- Ensure incoming mail is received and sorted, and outgoing mail is posted punctually
- Manage and report on the distribution of publications and materials, including Excel stock register and distribution list
- Prepare materials for workshops and training, and arrange room bookings for meetings
- Set up rooms with IT and refreshments
- Take minutes for staff and board meetings
- Maintain and improve contacts database, and arrange mailing shots.
- Order and manage office stationery and supplies, and deal directly with suppliers
- Help ensure events are well planned and managed
- Administer the recruitment process
- Maintain the office filing systems (electronic and paper-based)
- Welcome external visitors
- Help ensure all activities are GDPR-compliant
- Prepare training and marketing packs for distribution
- Manage the admin email inbox
- Help with research to identify team training opportunities, venues and suppliers
- Research business solutions and prepare executive summaries
- Support the Business Support and Direct Help & Support teams as required

Duties – ICT and fundraising

- Help the Administrator with general administrative support for the ICT and fundraising functions
- Attend events out-of-hours on occasion

Person specification

		Essential	Desired
Education and qualifications	<ul style="list-style-type: none"> School education to Standard Grade or equivalent, including passes in English and Maths 	✓	
Career experience	<ul style="list-style-type: none"> Relevant works experience in a similar post (typically for at least one year) 	✓	
Knowledge	<ul style="list-style-type: none"> A strong working knowledge of MS Office and databases, especially Excel and Outlook The ability to complete basic troubleshooting on standard IT/PC systems An understanding of the importance of maintaining confidentiality, and how GDPR affects administrative work 	✓ ✓	✓
Skills	<ul style="list-style-type: none"> Excellent organisational skills and the ability to manage time Excellent communication skills – in person, on the phone and in writing Strong interpersonal skills The ability to work as part of a team, and on one's own initiative The ability to be well organised, prioritise own workload and meet deadlines Good numeracy skills and experience of working with financial data Accurate and with strong attention to detail The ability to follow processes and procedures An active problem solver 	✓ ✓ ✓ ✓	✓
Personal attributes	<ul style="list-style-type: none"> Flexibility, with a 'can do' attitude Empathy and understanding The ability to remain focused/calm under pressure A wish to see an improvement in the lives of young people with learning difficulties A positive attitude to change and improving the way we work 	✓ ✓ ✓ ✓	
Other	<ul style="list-style-type: none"> A satisfactory PVG check (post offer of employment) – ongoing PVG eligibility is a requirement for the role 	✓	

The successful applicant will be expected to comply with The Salvesen Mindroom Centre's policies and practice, including confidentiality and data protection.