# Job Title: Administrator

Responsible to: Finance & Administration Manager

Conditions: Part-time (28hrs pw)

Terms £xxxx (pro rata); pension; expenses; 25 days annual leave plus 12 days public holidays per annum (pro rata)

Purpose of job: To provide high quality, efficient, comprehensive local and national administrative support.

 Key working relationships within the organisation

* Project staff across Scotland
* CEO
* Finance & Administration Manager
* Regional Development Managers
* Board Members
* Senior Policy & Information Officer
* Engagement & Development Officer

Key working relationships outwith the organisation

* Funders
* Other agencies/contractors with whom Lead works

Key responsibilities:

* Responsibility for accurately inputting, and updating information across multiple sources including Sharepoint Lists, Access databases and Excel spreadsheets, ensuring compliance with regulations.
* Produce local and national data reports from information held within our online systems
* Responsibility for administering our SQA Centre – ensuring compliance at all times
* Develop, implement and maintain effective file structures and processes across digital platforms and teams, supporting staff to use them.
* Maintain and update Lead Scotland’s websiteand other digital platforms.
* Trial and implement digitally efficient and innovative ways of providing administrative services, supporting colleagues with new systems introduced.
* Assist colleagues with any basic IT issues as and when they occur and work to find solutions.
* Procurement of stationery, publicity supplies, services and materials, ensuring best value.
* Organise local and national meetings and events, e.g. AGM, national conference.
* Responsibility for tracking and recording the experiences and outcomes of people who move on from our services.
* Ensure project data is accurate, complete and meets funder requirements.
* Gather evidence for funding claims.
* Responsibility for dealing with and progressing enquiries to Lead.
* Liaising with external partners to ensure accurate, relevant and compliant records are held.
* Take up references for new volunteers
* To carry out such other duties as may reasonably be required.

Person Specification

Essential

* Excellent ICT, website & digital platform management skills.
* Excellent communication and organisational skills.
* Ability to take the lead and use own initiative to develop and implement processes
* Ability to find efficient ways of working
* The ability to manage concurrent, conflicting priorities and thrive under pressure
* ability to respond promptly, efficiently and effectively to a varied and demanding workload
* Excellent accuracy of data input and retrieval.
* Be able to demonstrate knowledge and understanding of digital office administration systems including office 365.
* Ability to provide administrative support to a range of stakeholders.

Desirable

* Event management experience
* Experience of working in a small team supporting a national organisation