

## WEvolution Administrator

### Job Description

<b>Title of Post:</b>	Administrator (Full Time – 35 Hours a week)
<b>Salary:</b>	£22,140 pa (Plus Employer Contribution of 8% Pension)
<b>Location:</b>	WEvolution Head Office, Glasgow
<b>Responsible to:</b>	Managing Director

#### CONTEXT:

WEvolution is a Scottish Charity that has pioneered the *Self-Reliant Groups* (SRGs) in Scotland and is now in a scale-up phase across the UK called WEvolution 2.0. Since it was set up in 2012, WEvolution has established a firm reputation as being disruptive and innovative in its approach of working alongside people, especially women, facing economic and social adversity. This approach depends on restoring the productive function to human beings, often ignored by today's economy because of their backgrounds or communities they live in. Over the next few years, WEvolution will seek to build on its work in a number of ways including informing the Government's vision of community-based social reform, advancing the health and wellbeing agenda and developing local economies tapping into the resourcefulness of people and communities. For more information on our work, please visit [www.wevolution.org.uk](http://www.wevolution.org.uk).

#### PURPOSE OF THE ROLE:

Accountable to the Managing Director, the Administrator is responsible for providing an efficient and professional support service to WEvolution in all aspects concerned with its successful operation as an organisation.

This job description is not a definitive list of tasks; rather, it is designed to give an overview of the job. It is envisaged that the post holder will use their own initiative and develop the job so that WEvolution's overall aims are achieved. It should be noted that the WEvolution is a small organisation with a team that constantly pushes the boundaries and it may be necessary to step beyond the tasks outlined below to support the team and SRGs.

#### KEY RESPONSIBILITIES & DUTIES:

1. To provide and maintain a support service for the Managing Director and Programme Manager's daily schedule, including forward planning of their workload, diary management, travel arrangements and coordinating and collating all relevant paperwork.
2. To ensure appropriate Office Management for the Head office, regional offices and hubs, including maintaining or implementing effective support systems and processes, such as provisions for security and cleaning, to support effective and efficient day to day running.

3. To assist the Senior Accountant with financial administration including recording and tracking grants and donations to the organisation, administer invoices and expense claims received, code items to agreed budgets, and liaise with an external payroll agency for staff salaries.
4. To liaise with the Senior Accountant and Managing Director and review budgets and expenditure as necessary and preparing monthly reports and other data as required for the Board Meetings.
5. To compile Board papers and ensure they are sent in advance for meetings, circulate reports, minutes and agendas for Board and Sub-committee meetings and liaise with the Chair and other Board Members on various matters as required.
6. To coordinate and administer WEvolution's WeeChange (small group loans) initiative to its SRGs including appropriate communication of information, loan agreements and record of schedule of payments.
7. To effectively plan and coordinate events, workshops and conferences on behalf of the team, from inception through to tendering, event management, budgetary control, invoicing and post event appraisals.
8. To ensure the smooth flow of information around the staff team including action monitoring to achieve deadlines and project milestones and support team meetings including preparation of meeting papers and agenda.
9. Respond to all electronic or verbal enquiries for the Managing Director and other team members, using your own initiative.
10. To provide an up to date filing system for WEvolution offices, including database and HR files in line with the Organisational procedures and the Data Protection Act and ensuring compliance with HR policies.
11. To maintain an up to date knowledge of HR processes and procedures and to advise and assist the Managing Director with HR issues and the recruitment process including the coordination of the appointment of staff.
12. To oversee WEvolution's website and quarterly eNews and contribute to social media channels including facebook, twitter, Instagram and linkedin.
13. To provide a welcoming environment to all SRGs and visitors to the office, including the planning and implementation of hospitality arrangements.
14. To execute any other duties appropriate as directed by the Managing Director or his nominated deputy.

## TO APPLY

Please email in your CV and a covering letter (no more than ONE PAGE) marked for the attention of Eleanor Campbell to (e: [eleanor@wevolution.org.uk](mailto:eleanor@wevolution.org.uk)).

**Closing Date is 12.00noon on Thursday, 15<sup>th</sup> March 2018.**

## INTERVIEWS

Shortlisted applicants will be informed by **Friday, 16<sup>th</sup> March 2018.**

Candidates must be available for interview in Glasgow on **Monday, 19<sup>th</sup> March 2018.**

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience &amp; Skills</b>		
1. Minimum experience of 5 years in administration management.	√	
2. A relevant degree/qualification in the field.		√
3. Experience of book keeping procedures, pensions administration and using accounting software.	√	
4. Excellent word processing and IT skills, including knowledge of a range of software packages within Microsoft Office Suite.	√	
5. Ability to research, digest, analyse and present material clearly and concisely.	√	
6. Experience of gathering information to share through social media and basic website maintenance skills.	√	
7. Exceptional written and oral communication skills	√	
8. Ability to work under pressure and to tight deadlines.	√	
9. Ability to work on your own initiative.	√	
10. Attention to detail.	√	
11. Flexibility and adaptability to balance a range of different tasks and to work extra hours to meet deadlines.	√	
12. Discretion and an understanding of confidentiality issues.	√	
13. An understanding of the impact of poverty in people's lives		√

Personal Qualities		
1. Generosity of spirit and willing to walk the extra mile.	√	
2. A friendly, confident and professional manner and ability to attend to people in an efficient, discrete and courteous way.	√	
3. Excellent interpersonal skills.	√	
4. Honesty and reliability.	√	
5. Readiness to use own initiative appropriately as required	√	

**Brief Terms & Conditions**

- This is a fixed-term post currently funded till 31<sup>st</sup> March 2019, although it is hoped that further funding will become available to continue this post.
- The salary for this post is £22,140.
- The post is based at the WEvolution Head Office, 417-419 London Road, Glasgow G40 1AG and will service our offices, remotely for the most part, in Dundee, Renfrewshire & Inverclyde.
- There are 26 days’ annual paid leave in each full holiday year which runs from 1<sup>st</sup> April to 31<sup>st</sup> March. There are also 9 statutory public holidays – 3 of which are floating days. Additional leave days (to a maximum of 5) will be allocated for each year’s completed service.
- An employer’s contribution of 8% of salary will be made to a personal pension plan.
- In order to comply with the Asylum and Immigration Act 1996, all candidates invited to interview, will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.