



JOB DESCRIPTION

Post:	Administrator
Location:	Fintry Village (Mainly working from home)
Responsible to:	FDT Manager & FDT Board
Salary:	9 hours flexi time per week 9hrs@£13.00 per hour =£117.00 per week, £6,084.00 per annum
Hours:	9hrs per week. Preferably Tuesday and Wednesday mornings. No overtime paid, but flexible working and time off in lieu may be taken when agreed with line manager. The Trust is under a period of growth and there may be opportunity in the future to increase number of working hours.
Leave:	5.6wks p/a pro rata = 50.4hrs annual leave plus additional 4 Christmas bank holidays = 34hrs per annum, plus Christmas Day, Boxing Day, New Year's Day and 2 nd Jan.
Probationary period:	3 months

Purpose of Post:

- To work with the staff and Board of FDT in the delivery of key administration tasks in line with aims and objectives of the Trust
- To manage Fintry mailboxes within Fintry Sports Club – both producing and displaying information and collecting and distributing mail and grant application forms to the correct staff within FDT.

Specific Tasks

The following is a summary of the main tasks of this role:

- Support staff and Trustees with admin needs.
- Collect mail from FDT mailboxes in Fintry Sports Centre.
- Scan and send mail to appropriate staff/trustees/consultants.
- Print application forms, posters etc and update board and information at Club Foyer.
- Liaison with local venues (Sports Club, Hub etc) - booking of space, discussion of requirements etc.

- Assist with FDT events – set up, presence on FDT stall, help with gathering/ordering event materials, local promotion materials, clear down etc.
- Preparation for FDT AGM – booking venue, preparing, and printing papers, membership list, promotion etc.
- Create and hold inventory for FDT shed and be responsible for storage of FDT equipment.
- Organise mail drops in Fintry for promotion of grants as and when required.
- Manage office supplies – paper, ink, note pads, stamps, other.
- Manage new FDT memberships and membership lists.
- Update Mailchimp lists online.
- Post mail as needed.
- Calendar management – renewals, events, holidays,
- Keeping FDT policies up to date.
- File materials to OneDrive. – minutes, reports, correspondence, information.
- Weekly report of activity, handover of any unresolved enquires/queries.
- To complete any other duties that may be reasonably required.
- Attend Board meeting one evening per month and take minutes of meeting.

Potential Tasks (depending on time constraints, skill set etc)

- Proofreading and uploading materials to new website.
- Designing images in Canva for FDT website and social media (Training provided if needed)
- Project admin – keep project folders in order.
- Update Bookkeeping records once a month. (Training provided)
- FDT phone – first contact. Take information, pass on to relevant staff/trustee.

Introductory Training

- Initial training and introduction to the Trust will take place in Fintry.
- Training and supervision will be delivered by the Trust's Manager and Project support officer.

Person Specification

Essential

- Live in Fintry or locally enough to collect post and deliver within the village.
- Ability to work from home with space for home office equipment.
- Able to use Microsoft 365
- Familiar with and supporter of FDT and the green agenda
- Organised and dependable.
- Self-motivated.
- Flexible to changing workload and tasks.
- Accurate, close attention to detail.
- Organisational and administration skills.

- Friendly and approachable.
- Patience and a sense of humour

Desirable:

- Experience of working with community organisations
- A strong interest in sustainability, the environment, and carbon reduction.
- Working knowledge of using social media platforms and website software (WordPress/Squarespace etc.)

Skills and Experience

- Experience of IT systems.
- Experience of flexible working.
- Ability to use administrative systems.
- Ability to work with trustees and other staff as a team member.
- Interaction with the public, providing a positive representation of your organisation.

Working environment

- FDT currently have a working from home policy.
- You will be required to work in Fintry to carry out the duties of this role.
- On rare occasions you may be asked to attend meetings or work in other locations for specific tasks.
- You will be supplied with a laptop & phone, printer and any other equipment necessary to work effectively.
- Discussion and assessment will be made to confirm your home working environment is suitable to undertake the position.