



## JOB DESCRIPTION

|                             |                                                                                                                                                                                                                                                                                                       |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post:</b>                | <b>Administrator</b>                                                                                                                                                                                                                                                                                  |
| <b>Location:</b>            | Fintry Village (Mainly working from home)                                                                                                                                                                                                                                                             |
| <b>Responsible to:</b>      | FDT Manager & FDT Board                                                                                                                                                                                                                                                                               |
| <b>Salary:</b>              | 9 hours flexi time per week<br>9hrs@£12.50 per hour =£112.50 per week, £5,850 per annum                                                                                                                                                                                                               |
| <b>Hours:</b>               | 9hrs per week. Preferably Tuesday and Wednesday mornings.<br><br>No overtime paid, but flexible working and time off in lieu may be taken when agreed with line manager.<br><br>The Trust is under a period of growth and there may be opportunity in the future to increase number of working hours. |
| <b>Leave:</b>               | 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 <sup>nd</sup> Jan.                                                                                                                       |
| <b>Probationary period:</b> | 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.