



Job Description for: Admin Assistant

Revised 09/03/2022

Outline: We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. The Administrative Assistant will support the Regional staff and volunteers by assisting in daily office needs, supporting the Chief Operating Officer and managing our Charity's general administrative activities.

Limits of authority: As agreed with the Chief Operating Officer

Internal Contacts: Volunteers across Clyde Region and elsewhere in Scouting, members of staff in the Regional Office, members of the Auchengillan Outdoor Centre Team and members of the Scout Shop team.

External Contacts: Suppliers, Customers and those contacting the Regional office.

Responsible to: Chief Operating Officer

Signed: _____

Applicant.

Date: _____

Signed: _____

Clyde Scouts.

Date: _____

Clyde Scouts

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 @ClydeScouts

Main tasks of role:

- Core administrative support by means of word processing, filing, printing, photocopying, laminating etc.
- Responding to enquiries from multiple sources: telephone, website, email and social media.
- Managing Regional Calendar and issuing invites and support information.
- Preparation and issuing of appropriate paperwork prior to meetings.
- Processing mail and issuing to correct members of staff
- Issuing reminders to managers for monthly management reports, collating and issuing to General Purposes sub Committee members.
- Establish and maintain a clear and robust filing and retention system in line with Charity policy and GDPR.
- Support the Region's fundraising efforts by answering enquiries, sending out fundraising collateral and keeping records of fundraising amounts
- Support and maintain the HR records securely
- Ad-hoc finance support including: petty cash counts and meter readings.
- Maintain a clear desk policy, ensure the reception is maintained in a clean and tidy manner with light housekeeping.
- Update Charity website and social media platforms as required.
- Any other such reasonable duties as required by the Chief Operating Officer.

The person

Skills, Experience and Attributes:

A high level of IT skills and the ability to use a variety of systems.

Confidence to manage own workload.

Able to communicate effectively both orally and in writing, with people at all levels within and outside of Scouting.

Ability to multi-task and work well under pressure.

Ability to resolve problems quickly.

Ability to undertake effective administration.

A high level of organisational skills

Ability to work as part of the wider team but also on own initiative.

Excellent attention to detail, ensuring quality and consistency is maintained at all times.

Effective listening, verbal and written communication skills

Desirable

Any fundraising support experience

Knowledge and Understanding:

Working knowledge of the administration or customer service industry.

Experience of working with office365

Practical experience of working in an office environment

Desirable

Understanding of the aims and ethos of the Scout Movement.

Values and Personal Qualities (including our approach):

Enthusiastic and motivated.

Want to maintain an up to date knowledge of products and Scouting and take a proactive approach to self-development and performance improvement.

Supportive attitude

Team worker