

## **Job description and person specification**

### **Administration and Events Officer (Maternity Cover)**

**Hours:** 18.5 hours per week (0.5 fte)

**Salary:** £18,000 per year pro rata

**Location:** Aves Business Centre, Jamaica Street, Greenock PA15 1XX

**Reporting to:** Community Land Scotland Development Manager

### **Contract length**

This is a fixed term post, providing maternity cover, starting in February 2018 and running for nine months with the possibility of extension.

### **Background**

Community Land Scotland is seeking a highly organised Administration and Events Officer to provide maternity cover. Community Land Scotland is the membership organisation for Scotland's aspiring and established community landowners. The organisation currently has more than 80 members, an active Board and a small staff team.

Community Land Scotland was set up to influence policy to make it easier for communities to buy land; help its members share knowledge and information, encourage communities to consider landownership and to promote the benefits of community landownership to Scotland. It helps to raise awareness of community landownership and support knowledge exchange between community landowners through the running of local and national events.

Further information about Community Land Scotland can be found at:  
[www.communitylandscotland.org.uk](http://www.communitylandscotland.org.uk)

### **Applications**

Applicants should complete our application form and return it to:  
[linsay.chalmers@communitylandscotland.org.uk](mailto:linsay.chalmers@communitylandscotland.org.uk) by 5pm on Monday 17<sup>th</sup> December

If you have any questions about the role or the application process, contact Lindsay Chalmers at  
[linsay.chalmers@communitylandscotland.org.uk](mailto:linsay.chalmers@communitylandscotland.org.uk) or 07884 314297

### **Job description**

The Administration and Events Officer is responsible for helping with the day-to-day running of the organisation; supporting Members, Supporters, Board and staff; undertaking day-to-day financial management and assisting with the organisation and running of local and national events.

Community Land Scotland works across Scotland and some travel and out of hours working will be required.

Tasks	
General admin	<ul style="list-style-type: none"> <li>• Provide admin support to the Board and other staff, including taking minutes at meetings and organising travel and accommodation</li> <li>• Manage stationery orders and other supplies</li> <li>• Keep contacts and our Salesforce database up to date</li> <li>• Coordinating IT support</li> </ul>
Event support	<ul style="list-style-type: none"> <li>• Assist with the organisation of events</li> <li>• Manage event bookings, including setting up and managing online bookings</li> <li>• Assist with the running of events</li> <li>• Liaise with speakers and sponsors as required</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Book-keeping using SAGE</li> <li>• Pay and issue invoices</li> <li>• Process staff, Board and members' expenses and liaising with our payroll provider</li> <li>• Manage Paypal account</li> <li>• Liaise with payroll providers</li> </ul>
Member and Supporter administration	<ul style="list-style-type: none"> <li>• Process Membership and Supporter applications</li> <li>• Manage Membership renewals</li> <li>• Update member directory</li> <li>• Setting up webinars</li> </ul>
Information	<ul style="list-style-type: none"> <li>• Assist with the production of the e-newsletter as and when required</li> <li>• Provide social media holiday cover for Development Manager</li> <li>• Update web site as and when required</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Any other tasks required</li> </ul>

### Person Specification

Key Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• At least two years of administrative experience</li> <li>• Knowledge of Word, Excel and Powerpoint</li> <li>• Experience of bookkeeping</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the community or charitable sector</li> <li>• Experience of using SAGE</li> <li>• Experience of using Salesforce or similar</li> <li>• Experience of using social media and updating web sites</li> <li>• Experience of organising events</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Good attention to detail</li> <li>• Strong interpersonal skills</li> <li>• Ability to work on own initiative</li> <li>• Ability to work in a small organisation</li> <li>• Ability to work under pressure and priorities</li> <li>• Flexibility</li> </ul>	