<u>Job description and person specification</u>

Administration and Events Officer

Hours: 26.5 hours per week (0.7 fte)

Salary: £19,570 per year pro rata

Location: Glasgow, although home working will be required initially

Reporting to: Development Manager

Background
Community Land Scotland is seeking a highly organised and friendly Administration and Events Officer to provide administrative support, assist with financial administration and organise events.

Community Land Scotland is the representative body for Scotland's community landowners and is a small organisation with a big impact. It works to: be a collective voice for community owners; encourage more community ownership of land and buildings; facilitate mutual support and knowledge exchange between community landowners and collaborate with other organisations to ensure community landowners get the support they need.

Community Land Scotland will be relocating its office to Glasgow from autumn 2021

Further information about Community Land Scotland can be found at: www.communitylandscotland.org.uk

Applications
Applicants should complete our application form and return it to: kerrie.reid@communitylandscotland.org.uk by 5pm on Friday 16th July 2021

If you have any questions about the role or the application process, please contact Linsay Chalmers at linsay.chalmers@communitylandscotland.org.uk 07884 314297 by the 7th July or kerrie.reid@communitylandscotland.org.uk between the 8th and 16th July

Job description

The Administration and Events Officer is responsible for helping with the day-to-day running of the organisation; working with Members, Supporters, Board and staff; undertaking day-to-day financial management and assisting with the organisation and running of webinars local and national events. Community Land Scotland works across Scotland. The postholder will be involved in the running of events and Board Meetings, which will require some occasional travel and out of hours working.

The postholder must be available to work on Monday mornings, but other than that, we are flexible about how the hours are distributed across the week.

Tasks	
General admin	• Providing admin support to the Board and other staff, including taking minutes at meetings and organising travel and accommodation • Managing stationery orders, equipment and other supplies • Helping to keep contacts and our Salesforce database up to date • Coordinating IT support
Event support	• Assisting with the organisation of events and webinars • Managing event bookings, including setting up and managing online bookings • Assisting with the organisation of training for community landowners
Finance	• Basic book-keeping using Quickbooks (Quickbooks training will be provided) • Working alongside the Treasurer and external finance support to produce management accounts • Liaising with staff and Board on project budgets and spend • Paying and issuing invoices • Processing expenses claims and liaising with our payroll provider
Member and Supporter administration	• Processing Membership and Supporter applications • Managing Membership renewals • Updating the online member directory
Information	• Posting information about events to social media • Updating web site as and when required
Other	• Any other tasks as required

Person Specification

Key Criteria	Essential	Desirable
Experience	• At least two years of administrative experience • Experience with using a range of software including Word and Excel • Experience of financial administration	• Experience of working in the community or charitable sector • Experience of using Salesforce and Quickbooks • Experience of using social media and updating web sites • Experience of organising events including online events
Personal qualities	• Excellent organisational skills • Good attention to detail • An ability to learn about new software and apps • Strong written and verbal communication skills • Strong interpersonal skills and ability to work well in a team • Ability to work on own initiative • Flexibility and an ability to work in a small organisation • Ability to work under pressure and prioritise • Ability to travel to events and Board Meetings, which may require some out of hours work	