

Job Title: Office Administrator
Salary: £24,000 pro rata (£17,143)
Contract Type: Part time 25 hours/week



Location:

Your normal place of work is the GCHT offices at 54 Bell Street in Glasgow city centre, with meetings, and events across Glasgow as required.

Hours of work:

The normal full time working week is one of 35 hours, Monday- Friday. GCHT offers flexible working within core working hours of 10am to 4pm, with a minimum 30 minutes lunch break.

Annual leave:

Annual leave entitlement for full-time employees is 25 working days plus 12.5 public holidays.

Pension:

The Trust offers an auto-enrolment, local government contributory pension scheme for all staff (Strathclyde Pension Fund) with generous employer contributions.

Job Purpose:

The Office Administrator is key to the effective operation of Glasgow City Heritage Trust and will oversee the administrative tasks required for the day-to-day running of the Trust's office. To provide support to the Director, the Finance Manager and the GCHT team to help them perform their roles.

Reporting Relationship:

This role reports to the Finance Manager and works closely with the Director

Main Responsibilities:

1. To ensure the smooth day-to-day administration and running of the office

- By carrying out administrative duties required to run the charitable business (this includes managing the office supplies and equipment; ensuring GDPR, fire and health and safety regulations are followed; and, managing administrative and filing systems)
- By supervising the Trust's cleaners in order to maintain the office's cleanliness and condition
- By managing bookings for the the Trust's Community Room
- By being responsible for the organisation's petty cash and prepare regular reports about its use for the Finance Manager for reporting to the Director and Treasurer.
- By greeting visitors to the Trust's office professionally and courteously
- Performing reception duties including answering calls and directing inquiries
- By liaising with potential enquirers via phone calls and email
- By liaising with couriers for timely delivery of packages for the Trust
- By opening, sorting recording and distributing all post delivered to the Trust's office
- By copying and scanning of documents including legal contracts
- By assisting with audio typing, filing and archiving of documents

2. Assist other GCHT staff as required.

- By taking minutes at Board meetings and other meetings as required
- By working with the Director to support the Board and governance of the organisation
- By arranging Board, Trustee, Staff and Committee meetings in the annual Board Calendar.
- By maintaining the Director's calendar
- By supporting the team with general administrative tasks as required
- By providing support to the wider GCHT team to maximise the effectiveness of our grant giving and support the Trust's Historic Built Environment Activities programme.
- By carrying out any other duties which the Board of Trustees or the Director deems appropriate

Person specification

	Essential	Desirable
Qualifications or experience	<p>Previous experience of working in an office environment and of high level administration for an office including reception</p> <p>Excellent organisational and time management skills</p> <p>Strong communication and interpersonal abilities</p> <p>Proficiency in office software and computer skills</p> <p>Attention to detail and accuracy in data entry</p> <p>Ability to multi-task and work efficiently in a fast-paced environment</p>	<p>Experience of being a First Aider.</p>
Communication & Coordination	<p>High degree of communication skills particularly attuned to conveying financial concepts to non-financially trained colleagues, volunteers and Trustees.</p> <p>Used to working in a demanding environment and providing accurate and timely information to a high standard.</p> <p>Ability to work without close supervision and meet service standards and targets.</p> <p>Strong organisation skills and able to deal with competing priorities.</p> <p>Excellent analytical skills and ability to think strategically</p>	<p>Understanding of how to handle sensitive and confidential information, including GDPR requirements.</p>

Skills	Ability to maintain effective systems	Must have relevant Charity/not for profit experience. Ability to work occasional evenings and weekends to help provide cover for the Trust's events
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