



Job description – Administrator

The Dumfries & Galloway Hard of Hearing Group is looking for an experienced Administrator to ensure efficient systems and support in our office and across our services. The role is part-time (21 hrs per week). The successful candidate will work closely with the Service Coordinator to provide administrative support throughout all aspects of our work.

Responsibilities:

The Administrator's main function is to develop and manage the range of systems required to ensure the efficient and effective operation of the organisation. This to include systems which support reliable and transparent monitoring and evaluation of all of our services for people with hearing loss

Reports to the Service Coordinator

Main Duties and Responsibilities:

Responsibilities:

- Operating and where required developing the range of administrative systems necessary to ensure the smooth and effective operation of the organisation.
- Operating a funding tracking system to ensure income is allocated appropriately and that early notice be given of reporting deadlines.
- Maintaining and developing systems for data collection, statistical monitoring and evaluation and production of reports when required.
- Processing volunteer expenses and invoices and ensuring prompt payment
- Arranging meetings, room and catering bookings
- Support for event organisation: venue and programme planning in conjunction with the Service Coordinator and volunteers

- General diary management
- Office maintenance tasks such as ordering office supplies, filing and IT support
- Support for data protection maintenance and procedure implementation across the organisation in line with relevant legislation
- Support systems for maintaining clear and accurate HR records (sickness, holidays etc.).
- Responsibility for the organisation's social media interfaces, including the website, Facebook and twitter.
- Supporting and supervising volunteers or students on placement who are fulfilling an administration role
- General support for all aspects of the DGHoHG work

Salary: £18,200 pro-rata. Salary for 21hrs is £10,920 pa

The post holder will be subject to a PVG check by Disclosure Scotland

December 2018