



Admin Support Officer

We are looking for an experienced, organised and adaptable person to provide temporary office-based administrative support while our Office Manager takes a break.

Hours: P/T 14-21 hours per week. The working pattern is flexible. Some evening working will be required

Pay: £13 p.h.

Contract: Fixed term 20 January until 31st May 2022 (Cover for staff sabbatical)

Location: Toryglen Community Base, G42 0LA

Reporting to: Urban Roots Operations Manager

The role will involve dealing with general enquiries, managing office resources, updating H&S and HR records, being a friendly face in the office for our volunteers and assisting the Operations manager and other staff to ensure the smooth running of our projects. You will be required to work one Thursday evening bi-monthly to provide admin support at board meetings. You may occasionally be required to travel to other nearby sites.

Previous office-based, secretarial or admin work experience is essential. Previous experience of working in the third sector and an interest in environmental issues would be an advantage.

Responsibilities:

- organising meetings, preparing agendas and taking minutes
- managing online & paper filing systems and volunteer database
- maintaining supplies of stationery and equipment
- dealing with correspondence and queries
- preparing letters, invoices and reports
- managing office budget
- liaising with staff, suppliers, volunteers and project partners
- implementing and maintaining procedures/office administrative systems
- ensuring that health and safety policies are up to date
- using a range of software packages (MS Office, cloud-based solutions)
- assisting the organisation's HR function by keeping personnel records up to date
- Any other reasonable duties to perform the job role and assist in achieving Urban Roots' objectives

Person Specification

- Good general education (Advanced Highers/A-Level equivalent)
- Reliability, good timekeeping and time management skills
- Discretion and awareness of GDPR



- Adaptability
- Good interpersonal skills - Communication, negotiation and relationship-building
- Organisational skills
- IT skills
- Problem solving skills
- Initiative – the ability to ‘make things happen’
- Attention to detail.

Please respond with your CV and a cover letter to projects@urbanroots.org.uk by Thursday 13 January 2022.