



## **Administration Officer**

**Deadline for applications: 12 noon, Monday 25<sup>th</sup> July 2022**

**Interview date: Tuesday 9<sup>th</sup> August 2022**

**Hours:** P/T 28 hours per week. The work pattern is flexible

**Pay:** £19,971 p.a. (£24,964 p.a. FTE)

**Contract:** Start date August 29<sup>th</sup> Fixed term until August 31<sup>st</sup> 2023 (extended subject to funding)

**Location:** Toryglen Community Base, G42 0LA

**Reporting to:** Urban Roots Operations Manager

Urban Roots is a thriving environmental and health improvement organisation. Over the past 12 years, we have worked with local residents and organisations to establish a network of community gardens and woodlands across the Southside of Glasgow. We also run healthy cooking projects and outdoor learning activities for children and young people. We are passionate about the benefits that our work brings to improving local environments, promoting community cohesion and supporting the health and well-being of people of all ages

We are looking for an experienced, organised and adaptable person to join us. The role will involve dealing with general enquiries, managing office resources, updating financial records and banking, 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 evening quarterly to provide admin support at board meetings. 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

### **Principal Responsibilities:**

- organising meetings, preparing agendas and taking minutes
- managing financial payments, banking and using Xero accounting software
- maintaining supplies of stationery and equipment
- dealing with correspondence and queries
- ability to troubleshoot IT software and hardware problems
- liaising with staff, suppliers, volunteers and project partners
- implementing and maintaining procedures/office administrative systems
- ensuring that health and safety records 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
- updating our social media pages and website
- 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
- Problem solving skills
- Commitment to equal opportunities and environmental issues
- Initiative – the ability to ‘make things happen’
- Attention to detail

Please respond with your CV and a covering letter detailing why you are suitable for this post to: [projects@urbanroots.org.uk](mailto:projects@urbanroots.org.uk). Please also provide 2 up to date and relevant referees. The application deadline is 12 noon Monday 25<sup>th</sup> July 2022

If you would like to speak to somebody regarding this role the office number is 0141 613 2766