



Scottish Rural Parliament Administrator

JOB DESCRIPTION

Salary: £20,000 per annum pro rata for 3 days/ week plus pension contribution equal to 5% of salary

Duration: Temporary position until end of Feb 2015

Location: Rothesay, Isle of Bute

Travel and other expenses will be reimbursed in accordance with SRA's policy.

Scottish Rural Action (SRA) has been established as an independent organisation charged by Scottish Government to deliver the Inaugural Scottish Rural Parliament towards the end of 2014 and build the foundations for a longer term rural movement. SRA has appointed a Co-ordinator to manage this project and is now seeking an experienced Administrator to complement and support this role.

The Administrator will be accountable to the Board, through the Co-ordinator, for the following:

1. Support the organisation of the Rural Parliament and the Coordinator as required.
2. Arrange, service and minute meetings at all levels including the arrangement of venues, catering, documents, travel, accommodation and any other requirements.
3. Liaise with potential attendees and the public on general matters relating to the Scottish Rural Parliament including the management of bookings.
4. Attend and represent SRA or the Rural Parliament as delegated.
5. Maintain the website and social media as directed.
6. Create a regular newsletter for interested parties and manage the database.
7. Respond to post, general correspondence, email and answer phones.
8. Undertake photocopying, filing, archiving and management of records.
9. Maintain the office, including dealing with service suppliers/premises issues.
10. Deal with cash handling, recording financial transactions and the processing of travel and subsistence claims.
11. Liaise with payroll provider to administer salaries, deal with employment information and pension plan administration.
12. Carry out Reception Duties when necessary.
13. Provide administrative support for Directors, other staff and volunteers.

14. Other tasks as required by the Directors and Co-ordinator.

Appendix 1 – Person Specification

Scottish Rural Parliament Administrator: PERSON SPECIFICATION

The successful candidate will be required to demonstrate the majority of the following skills, experience and knowledge:

Skills/Experience/Knowledge requirements	Level Required
Excellent written and spoken English.	At least Standard Grade/GCSE C or above. Experience in minute taking and/or report writing.
Good IT skills including Word, Excel, e mail, internet, PowerPoint, databases, website maintenance, image handling and social media.	ECDL or similar skill level required. Demonstrable experience.
Competence with financial record keeping and money handling.	Demonstrable experience and ability to use Excel spread sheets.
Good communication skills on phone, in person and in writing.	Demonstrate sufficient experience.
Knowledge of issues affecting rural Scotland and commitment to the concept of rural democracy.	Demonstrate sufficient experience and understanding.
Event organisation.	Demonstrate sufficient experience.
Office management.	Demonstrable experience.
A flexible approach to tasks and working hours.	Essential.
Hold and maintain a current driving licence.	Preferable.
Willingness to undertake travel and occasional overnights away from home.	Essential.