



Team Administrator

Part-time – 25 hpw

Annual salary: £20,000 (pro-rata based on 40 hrs pw)

Closing date: noon, Monday 2nd March

About the role

We are recruiting someone who will help the work that Outside The Box does, by helping to get us organised.

We are a team of around 20 spread across Scotland – from the Borders to Moray. We have an office in Dunkeld but our main base is in The Whisky Bond, Glasgow.

We work on a diverse range of community development projects supporting people who are affected by disadvantage or who feel that they do not have a voice.

Many of our team our homeworkers, and those that are based in the office work part-time. We are therefore looking to employ someone to be a constant source of support for the entire team, and who can keep things running smoothly in the office in order to ensure that we are able to support communities to the best of our ability.

We have a Communications Coordinator and a Finance Coordinator who you will support with specific tasks related to their roles. However, you will also be supporting our Chief Executive as well as our community development advisors and community workers in their work on various different projects.

Main Tasks

Outside The Box is a dynamic organisation, continually evolving as new projects develop. As such the list of tasks below is subject to change, but can be grouped under the following key areas.

Administrative

- Contribute to the planning of the work of the team, including agenda and notes form team meetings
- Provide back up and administrative support to the Chief Executive and staff working on the core roles.

- Undertake routine office duties including maintaining the shared on-line filing systems, ordering and keeping the log for office equipment, etc.
- Be a co-ordination point for the Board, including organising the Board papers

Communications (internal and external)

- Work with others in the team to build our online presence, including through social media – checking each day and sharing content.
- Co-ordinate regular electronic mailings.
- Develop communications systems and maintain regular contact with key contacts and with wider networks of people linked to projects.
- Gather together information and other resources for projects and as part of developing publications.
- Work with Communications Co-Ordinator to support the work around the production of publications, including liaising with designers and printers.
- Develop the online presence for projects we support, including promoting the work from the projects through social media, keeping project pages updated etc.
- Keep website regularly updated.
- Assist in co-ordinating the distribution of publications, including contributing to planning how we can achieve the best impact from the work that has been produced.
- Create and maintain a log of printed publications, ordering more when necessary.

Events

- Organise and promote meetings and events and attend events as part of the development team.
- Support the team to book venues, catering etc. as and when required

Finance

- Work with the Finance Co-ordinator to undertake bookkeeping duties, including keeping spreadsheet records of income and expenditure and collating material for the annual audit and for project claims
- Filing and copying as required

HR

- Co-ordinate the recruitment process for posts within the team and for sessional workers.

- Support designated Community Development Worker with additional HR duties to ensure all HR tasks are kept up to date.

General Office Tasks

- Ensuring office supplies – stationary, tea/coffee/milk etc. – are kept replenished.
- Co-ordinating cleaning duties.
- Liaising with building manager on all other aspects regarding general running of office – eg wifi, PAT testing for equipment
- Keeping a log of all electronic equipment and being point of contact for phone contracts.

Background

Outside the Box was established in 2004. We provide development support, shared learning and capacity building for people who want to make changes in their communities.

- We provide advice and development support to small groups led by people who are looking for support in their own lives or their communities and often develop new activities in partnership with them.
- We develop projects that test out and raise awareness of new approaches.
- We deliver projects that provide innovative peer support and other services that are led by the people who use those services.
- We develop resources that then provide practical or community development support to a much larger number of people.

The people and groups with whom we work are mostly those affected by disadvantage or who feel that they do not have a voice: they include older people, people with disabilities, people with mental health problems and people affected by addictions.

We aim to promote equality and diversity throughout the work we do and in how we work.

How we work

Your line manager is Angela Ross and you will report directly to her.

This post is based at the office in Glasgow.

The post is part-time. We need someone who can work some hours each day Mon-Fri, but there is flexibility in the pattern of hours across the week: you agree this with the line manager.

We plan, and are accountable for, the work through project planning and monitoring systems that include team meetings, professional supervision, individual work plans and timesheets.

We work in ways that are flexible and expect all members of the team to be willing to help colleagues in the wider activities of the organisation from time to time.

This post is not expected to be covered by the Protection of Vulnerable Groups or Disclosure arrangements. However, all staff may be required to have PVG clearance at any time, and failure to secure clearance is grounds for dismissal. We may also carry out other checks for convictions or misconduct.

Equalities

Equal rights is at the heart of what we do, and as such Outside The Box is committed to promoting a diverse and inclusive work environment - a place where we can all be ourselves and succeed on merit. We offer family friendly, inclusive employment policies such as flexible working arrangements. We celebrate diversity and staff are expected to work with people from a range of different cultural backgrounds. If you have any access requirements that we can assist with for any part of the recruitment process, do not hesitate to get in touch as we would be happy to discuss any reasonable adjustments.

More information

We will try to answer questions people have about the post. The first contact for this post is Angela Ross

You can contact us by email – which is usually easiest – or by phone:

Email: angela@otbds.org

Phone: 0141 419 0415

Skills and Characteristics

Experience or quality	Essential	Desirable
Understanding the values and aims of the organisation	X	
Able to initiate, plan and complete tasks	X	
Flexible and adaptable in approach	X	
Able to work as part of a team	X	
Communication skills with people in a range of circumstances	X	
Confident use of Word, Excel and other commonly used programmes	X	
Experience of digital communication and understanding it's use in a work context	X	
Experience of community development activities		X
Experience of organising small events		X
Driving license and access to a car		X

How to apply

Please do not send CVs/Cover Letters. Instead fill out the application form which can be downloaded here. If you are unable to fill out this form or require it in a different format, just get in touch and we can make alternative arrangements.

Where to send applications

The closing date for applications is midday on Monday 2nd March. You can send them by post or by email:

Email: angela@otbds.org

Post: 3.10, The Whisky Bond, 2 Dawson Road, Glasgow G42 8DL

Interviews

We are planning to hold informal interviews on the 12th March - this will be a chance to meet the wider team and to find out more about the working environment. We will follow this with formal interviews on the 17th March. If you have been successful in securing an interview, we inform you by the Tuesday 5th March.