



## JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

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### 1. DETAILS

Job Title:	Administrative Assistant
Location:	Norton Park, Albion Road, Edinburgh
Reporting to:	Resources Manager
Terms:	Part time post (0.5 fte)

### 2. INTRODUCTION AND BACKGROUND

CCPS is a membership organisation working in Scotland's voluntary sector. CCPS has over 80 members, mostly large national charities for more information on our work see: <http://www.ccpscotland.org>

### 3. JOB PURPOSE

To assist the CCPS Administrative Team with to provide full secretarial and administrative support to CCPS staff members; ensuring the smooth running of the organisation.

### 4. KEY TASKS

#### a. Supporting us with events, meetings and workshops

It is important that our events run smoothly and are a good experience for delegates. Your role includes assisting with registration and event administration; preparing materials such as badges and delegate packs; attending and providing support at events where necessary; typing up evaluation forms and notes.

#### b. Supporting us to process CCPS' financial information

We need accurate recording of our income and expenditure to run our organisation effectively. Your role in this includes assisting with some basic data entry and book-keeping functions within the organisation such as processing payments and receipts; inputting data on Sage 50 Accounts; and filing.

#### c. Supporting our team

We have a small and busy team and admin support is essential to us working well. Your role includes assisting with keeping our contacts and information up to date; helping the team prepare and despatch publications and mail outs (including electronic publications and communications). Assisting CCPS team members in dealing with correspondence, managing diary appointments, making travel arrangements, and typing up notes etc.

#### d. Keeping the office running smoothly

We have a busy office and it is essential that our office runs smoothly to help us do our work. This part of your job is about helping the Administrative Team to ensure that the office runs smoothly and efficiently by managing routine office duties including dealing with telephone calls and visitor reception, organising incoming and outgoing mail, filing, photocopying, ordering stationery and office supplies etc. You will also assist the Administrative Team with the monitoring and maintenance of office equipment including photocopier, printer, franking machine, telephones etc.

- e. **Any other relevant duties** connected with the smooth running of the organisation and its activities.

### 5. PERSON SPECIFICATION

The qualities we are looking for:

1. **You are attentive to detail.** You are accurate when handling numbers and typing up notes. You check your work and make sure it is of high quality, even when you are under pressure.
2. **You are organised.** You are methodical in how you approach tasks and organise your work and workspace.
3. **You can follow a process** You are confident and skilled in following established procedures for completing tasks.
4. **You can problem solve** You are confident tackling new tasks and challenges by having a go; interrogating the internet for solutions etc.
5. **You are confident with computers.** You know how to use the standard Microsoft package (Outlook, Word, Excel, PowerPoint and Publisher.) You are happy using the internet and online programmes (e.g. MailChimp, Eventbrite etc.) to do your work.
6. **You provide an excellent service for a range of people** You want everyone who gets in touch with CCPS to have a good experience, to understand what we're about and pass on positive messages about us. You have a friendly and supportive manner and use plain English. You make sure that people with different needs or abilities get equal treatment.
7. **You are a good communicator.** You are confident in making and receiving calls; writing professional emails and communicating with colleagues in a busy office.
8. **You are a 'team player':** You are willing & able to work flexibly with colleagues to ensure that the job gets done.

We will need you to show us that you have the qualities set out above. There are more details about this in the application form.

### 6. MAJOR TERMS AND CONDITIONS

The successful candidate will be offered a terms and conditions package including the following:

- CCPS salary scale 15-18: £18,849-£20,162 (pro rata)

- This is a permanent post. You should be aware that CCPS is funded from time limited grants and contracts so the long-term future of all posts rests on the continued success of our ongoing work and fundraising. Currently our funding is relatively secure.
- 25 days' annual leave plus 11 public holidays (pro rata)
- Optional contributory pension scheme
- Usual working hours will be 17.5 hours per week (work pattern by negotiation within standard office hours.)

## **APPLICATIONS**

Please complete the enclosed application form ensuring that you complete every section.

Please note that **CVs will not be accepted in lieu of completion of the form**. Please also ensure you return the Equal Opportunities Monitoring Form.

Please send completed forms to: [caroline.scott@ccpscotland.org](mailto:caroline.scott@ccpscotland.org)