



Administrator

Salary:	£21,500 (pro-rata)
Hours:	21 hours (part-time)
Location:	Glasgow with occasional travel
Contract Period:	Three years fixed term
Accountable to:	Community & Development Manager Scotland

The Work

The BDA is currently providing local support to Deaf people through empowerment and advocacy. Our aim is community advocacy, community empowerment and the development of local campaigns to ensure that local public service providers carry out BSL Charter pledges. We also provide BSL related projects for Deaf young people, children and their families.

With funding secured from the Big Lottery Fund, BDA Scotland is seeking to develop our work among children and young people through our Deaf Roots & Pride Scotland project. The vision of this project is to engage Deaf children and young people (aged 8-20) who are transitioning from primary to secondary education, or from secondary education to external environments, and to offer empowerment, skills and mentoring support. This support will be achieved through information sessions, training courses and mentoring.

The successful candidate will be an individual who is passionate about promoting the BDA, working with Deaf children and young people and has experience of holding an administrative role.

The Role

The role is to work in conjunction with the Project Mentor and Transition Officer to see that the aims of the project are achieved. The Administrator will provide clerical and administration support to all project staff and volunteers. The project will be very closely linked to the Deaf community.

Main Duties and Responsibilities

- Co-ordinate, attend and minute meetings and training.
- Liaise with the Community & Development Manager on all relevant matters and prepare correspondence to Big Lottery and others where required.
- Perform the following administrative tasks:
 - **Mail/email/telephone** – sort incoming mail, emails and calls, bringing them to the attention of relevant staff members or responding to queries as necessary.
 - **Typing** – minutes of meetings, letters, funding related documents and press releases, within timescales agreed with the Community & Development

- Manager and to a high standard of accuracy and presentation.
- **Filing** – maintain an effective filing system and follow up/reminder system.
- **Office diary** – keep office diary up to date and be aware of appointments.
- **Organising meetings.**
- **Photocopying and distributing information**, including producing promotional materials to advertise the programme.
- **Office systems** - maintain BDA Scotland's database as well as other physical resources and to put these to maximum effect for the benefit of users, in line with policy within the project.
- To oversee purchase of office supplies and stationery, as appropriate to the DRP Scotland project.
- Raise and maintain the profile and status of the organisation within the local community, amongst current and potential users, the public, charitable and business organisations.
- Ensure that the organisation's obligations under health and safety legislation are fulfilled.
- Actively implement all of the organisation's policies.

Administration

- Assist with the setting up and ongoing development of the Deaf Roots & Pride Scotland project as required. This involves working with a database, mail-outs, event organisation, communication with parents/carers and Deaf children and young people.
- Work with volunteers and oversee their role in organising events and supporting the staff team.

Marketing & PR

- Maintain and update press and print archives, database and website.
- Market and promote courses to support the Project Mentor and Transition Officer.

Finance Administration

- Using Excel spreadsheets, record all items of income and expenditure for bank and petty cash accounts.
- Maintain an effective filing system for all financial paperwork.
- Record, verify and track all project expenditure against the project budget, providing monthly summaries to the DRP Scotland team and the Community & Development Manager Scotland.

PERSON SPECIFICATION - ADMINISTRATOR

Essential

- Good working knowledge of IT, particularly Word, Excel, Access, PowerPoint, email and databases.
- Understand health and safety requirements.

Desirable

- Understand the voluntary sector, and in particular, youth work.
- Knowledge of the Deaf community and its culture.
- Knowledge of organising events.

SKILLS & ABILITIES

Essential

- Good communication skills.
- Ability to prioritise and manage activities.
- Ability to work on own initiative, resolve problems and work to strict deadlines.
- Ability to organise meetings and take minutes.
- Ability to complete office administrative tasks and maintain accurate records.
- Confidence in dealing with colleagues and external contacts.

Desirable

- Ability to work successfully as part of a team.
- British Sign Language at Level 2, or a willingness to learn.
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EXPERIENCE

Essential

- Experience of budget management and financial administration, including petty cash systems and the use of spreadsheets.
- Experience of basic research and developing new contacts.

Desirable

- Experience of office management and office systems.
- Knowledge of working within the community/voluntary context, with particular reference to young people and/or education.
- Experience of working with and supporting volunteers.

OTHER

- Must be flexible regarding working hours, with some weekend or event commitment required
- Must be dynamic and able to initiate and implement plans to make them achievable and therefore reach targets.
- Must have a professional appearance with good interpersonal skills.
- The successful candidate will be required to undertake a Disclosure Scotland check.