

**FORWARD SCOTLAND  
JOB DESCRIPTION**

<b>Post Title:</b>	Project Administrator
<b>Team:</b>	Central Services Team
<b>Reports To:</b>	Finance Manager
<b>Period of Post:</b>	Fixed term
<b>Hours</b>	15 hours per week

**1. JOB PURPOSE**

To provide general administrative services to support the development and delivery of the Sus it Out Plus™ programme in line with Corporate Plan objectives.

**2. KEY TASKS**

- General Administration
- Project Administration
- Telephone and reception duties

**3. POST ACTIVITIES**

The postholder will be responsible for the following activities:

General Administration Duties

- Word processing reports and standard letters
- Maintaining efficient filing systems, both manual and electronic
- Arranging meetings and taking minutes
- Processing incoming and outgoing mail.
- General office housekeeping and administration.

Project Administration Duties

- Producing reports using computerised and manual systems
- Database input of grant application and project information
- Responding to and logging enquiries
- Assist in organisation of programme events
- Assisting team leaders in general housekeeping and administration

Telephone and Reception Duties

- Maintaining office and meeting room diaries
- Answering telephone calls, referring calls and taking messages.
- Meeting and receiving visitors and welcoming them
- Preparing rooms and equipment for meetings
- Providing refreshments for meetings.

#### **4. SUPERVISORY RESPONSIBILITY**

The postholder has no direct supervisory responsibility for staff but may be required to manage temporary staff from time to time.

#### **5. DECISIONS MADE**

Decisions made by the postholder must adhere to company guidelines and at times judgements between limited alternatives are necessary.

At all times decisions should illustrate effective planning of individual workloads to ensure timeous delivery of service.

#### **6. SUPERVISION / MANAGEMENT RECEIVED**

The postholder will meet regularly with the Finance Manager but will be expected to work on a day to day basis with minimal supervision. The postholder will also be expected to work across Forward Scotland, as dictated by the needs of the business.

#### **7. WORK COMPLEXITY**

The postholder will be required to undertake a variety of work within a routine, planned workload. From time to time the postholder may be required to undertake new tasks for which s/he will receive management support and guidance.

#### **8. KEY CONTACTS**

Internal contacts within Forward Scotland

External agencies and suppliers

Project contacts within organisations receiving our services

Visitors to Forward Scotland office.

#### **9. CREATIVE WORK**

The work of the Administration Officer will involve mainly routine administrative tasks supporting the internal operations of Forward Scotland.

However, there will be specific ad hoc tasks that require a degree of creativity.

#### **10. EDUCATION / QUALIFICATIONS**

The postholder will require a good general level of education and will ideally possess a relevant qualification in administration. This qualification will be at minimum of ONC (or equivalent) although HNC level (or higher) is preferred.

## **11. EXPERIENCE LEVEL**

Ideally the postholder will have a minimum of one year's experience in administrative work, with appropriate skills and qualifications.

## **12. ADDITIONAL INFORMATION**

The qualities of the postholder will include the following:

- Self motivation
- Attention to detail
- Diplomacy
- Ability to work under pressure
- Flexibility in working practices and working hours
- Confidentiality
- An interest in social and environmental issues (preferably)

## **13. SALARY SCALE**

The current salary scale is as follows:

Band 0

Point 1	£12,227
Point 2	£12,863
Point 3	£13,498
Point 4	£14,135
Point 5	£14,770
Point 6	£15,406

Placement within this scale will be determined by skills and experience, and will be on a pro rata basis reflecting the 40% hours worked for this post. Progress through the scale is dependent upon carrying out the duties of the post satisfactorily and meeting the Key Performance Indicators agreed.

Forward Scotland operates a non-contributory pension scheme (10% of salary).

## **14. FURTHER INFORMATION**

Annual leave entitlement: 25 days pro rata

Public holidays: 13 days per annum; 9 fixed, 4 floating, all pro rata