**YCSA, Administration Officer Job Description**

**£ 19250 pro rata per annum**

Part time (28 hours per week) Location: YCSA, 48 Darnley Street, Glasgow

Reports to: Mending Our Planet, Programme Lead

The Administration Officer will provide a full range of administrative support for the YCSA Mending Our Planet project to ensure smooth running of the project.

**Responsibilities**

* To ensure office systems at YCSA operate effectively to support the work of the Project
* To line manage any office administration team members (volunteers and/or staff), by delegating tasks and supervising their work load
* To undertake general office based administrative duties, such as reception duties; actioning, forwarding or responding to emails; maintaining and developing filing systems; procurement of office supplies, setting up and notifying relevant people of meetings, typing and formatting reports and correspondence.
* To undertake financial duties including processing expenses claims, processing invoices, petty cash/banking processes
* To review office expenditure in line with company budgets and research cost effective suppliers
* To manage, organise and update databases with relevant volunteer/service user data
* To keep the YCSA website up to date with regard to the Project
* To ensure in conjunction with the YCSA Manager that all organisational processes are compliant with relevant legislation e.g. Data Protection, Health and Safety, Fire Safety
* To operate within the context of YCSA policies, processes and procedures, and to be a key support to the Manager when updating and reviewing YCSA policies
* To undertake the administration processes for recruitment and Human Resources
* Act as a signatory for the Protecting Vulnerable Groups scheme and ensure YCSA’s compliance with PVG legislation, code of conduct and process all PVG applications
* To undertake any other tasks appropriate to the role as requested by your line manager

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**YCSA, MENDING OUR PLANET: Administrator Person Specification**

## **Experience**

* Experience of administration and office management or project administration
* Experience of cash handling/financial procedures
* Reception/ call handling or customer service experience
* Experience of developing , updating or maintaining filing systems
* Ability to monitor and maintain accurate records
* Experience of managing or supervising staff or volunteers
* Understanding of and experience of engagement with diverse ethnic minority groups including those for whom English is a second language

## **Skills**

* Excellent planning and organisation skills, including ability to prioritise, review and work under pressure to specific timescales and targets and see tasks through to a timely completion
* Excellent spoken and written communication skills
* Excellent ability to use Microsoft Office computer packages (Word, Excel and Powerpoint) email and internet , experience of working with a database and of using social media
* Excellent team working skills
* A non-judgmental outlook with the ability to handle difficult situations with sensitivity

## **Knowledge**

* Understanding of the importance of confidentiality and personal boundaries
* Commitment to Inclusion, Equalities, Equal Opportunities and Anti-Discriminatory practice

**A Disclosure Scotland PVG check for working with children will be a requirement for this post**