



Job Description: Administrator

Linlithgow Community Development Trust is charity, led by local people, dedicated to making Linlithgow, and its surrounding areas, a fabulous and more sustainable place to live and work. Effective administration is an essential key component as the charity develops exciting new projects.

Role: Administrator

Location: Homeworking initially, then at the Community Hub on the High St, Linlithgow (former library building)

Contract: 7 months fixed term

Salary: £9.50 per hour

Line Managed by: Development Worker

Working hours: 16 hours pr week, 3 to 4 hours per day each day

Overall goal: This role will support Linlithgow Community Development Trust (LCDT) with effective administration including:

Tasks:

- Managing bookings of the hub space and developing/maintaining sign in/out processes
- Responsibility for administering the rental and maintenance schedule of our e-bikes and e-van
- Support the treasurer with financial record-keeping, bookkeeping, monitoring, and processing invoices
- Assist with event organisation/administration
- Assist with Tool Library administration
- Maintain/develop digital and paper filing systems, in accordance with GDPR regulations.
- Update and maintain Membership lists
- Disseminate board papers monthly and take minutes at board meetings for prompt circulation
- When working in the LCDT Hub, supports volunteers and other staff to ensure a warm and welcoming experience and deliver high quality customer service
- Handle general queries and correspondence by phone, in person, via email/letters etc
- Commit and adhere to LCDT's principles, policies and procedures
- Working to support the team of staff and trustees and covering for others as needed
- Provide cover for other members of staff as required
- Adhere to covid safe protocols
- Shared keyholding responsibilities
- Any other reasonable duties within the scope of the role

**Essential and
Desirable Skills
Required:**

- E - Direct work experience and/or qualification in administration
- E - Excellent command of written/spoken English and strong attention to detail
- E - Great customer service and communication skills via email, phone and in person
- E - Confident in Microsoft Packages including Excel for financial monitoring
- E - Proficient using Teams/MS One drive and experience managing data
- E - Strong organisational and time management skills
- E - Confident and proactive team player
- E - Hardworking and adaptable
- E - Self-starter capable of working with minimal supervision
- D - QuickBooks/Bookkeeping experience
- D - Eventbrite or other event tools
- D - Experience of the charity sector
- D - Experience working with volunteers
- D - Ability to perform basic updates to websites

Contact: Please send your covering letter explaining how you match the requirements for this role along with your CV to hello@trust-linlithgow.org.uk.

Closing Date: 5pm, Friday 2nd July