



Linlithgow Community Development Trust

Job Title	Administrator
Hours	24 hours per week
Salary	£9.90 per hour
Location	EH49 Hub, 6-7 The Vennel, Linlithgow

Recruitment Process and Timetable

Application Process	Please send your covering letter explaining how you match the requirements for this role along with your CV to carole@trust-linlithgow.org.uk
Closing date for applications	Fri 11 February 5pm
Interviews	Wk beginning 21 th Feb

Our aim is to make Linlithgow Ward a better place to live and work, through a community led plan of action, providing services, amenities and/or financial support. Our focus is on sustainable community development and climate action initiatives. Linlithgow Community Development Trust (LCDT) is about to embark on an exciting period of growth. We are looking for a well organised and experienced administrator to support us during this phase of our development.

This role is funded by the National Lottery Community Fund.





Job Description

Key Responsibilities

- Managing bookings of the hub space and developing/maintaining sign in/out processes and ensuring appropriate set up for each hire.
- When working in the LCDT Hub, supports volunteers and other staff to ensure a warm and welcoming experience and deliver high quality customer service.
- Support the Community Development Manager to ensure maintenance schedules and risk assessments remain current such as fire, health and safety, first aid and organising supplier visits as appropriate.
- Handle general queries and correspondence by phone, in person, via email/letters etc.
- Invoicing hirers and monitoring payment.
- Ensuring list of keyholders is up-to-date.
- Purchasing sundries for the hub.
- Responsibility for administering the rental and maintenance schedule of our e-bikes.
- Support the treasurer with financial record-keeping, bookkeeping, monitoring, and processing invoices.
- Assist with event organisation/administration.
- Assist with Tool Library administration when needed.
- Maintain/develop digital and paper filing systems including MS 365, in accordance with GDPR regulations.
- Update and maintain Membership lists.
- Disseminate board papers monthly and take minutes when needed.
- 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.
- First-aider and Fire Warden
- Manage petty cash
- 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
- E - Experience of the charity sector and experience working with volunteers
- E - QuickBooks/Bookkeeping experience
- D - Eventbrite or other event tools
- D - Ability to perform basic updates to websites