

Edinburgh Peace & Justice Centre

Administrator

Job Description

Job title: **Peace and Justice Centre Administrator P/T**
Location: **Edinburgh Peace & Justice Centre**
Reporting to: **Peace and Justice Centre Coordinator**
Salary: **£16,983 to £18,777 / yr pro rata (£9.31 / hr) 12.5 hrs / wk**

1. Job Purpose

To ensure the Peace and Justice Centre runs smoothly day-to-day – from managing membership records to recording financial transactions of the charity – and provide assistance to the Centre Coordinator.

2. Main responsibilities (Approx %age of time)

1. Administer all aspects of communication with Members and Affiliates (40%)

- Maintain membership records and issue timely renewals
- Maintain contact lists for volunteers, staff and interns in keeping with legislation
- Prepare and issue emails etc to Members and Affiliates and reply to correspondence
- Maintain accessible booking system for room and desk bookings
- Publicise room and desk hire, and liaise with tenants and Centre users
- Provide day-to-day updating of website.

2. Day-to-day administration of the Centre & Centre programmes (35%)

- Administrative support for Centre programmes as assigned by Coordinator
- Support P&J News and Diary of Events – print preparation and distribution
- Support the Treasurer and process membership income and prepare payments out
- Record cash and cheques income, issue invoices for e.g. room and desk hire
- Generate publicity and bookings for events and workshops and project deliverables
- Assist Coordinator with volunteer orientation and work with volunteers as required.

3. Support the Coordinator in promotional activities for the Centre (15%)

- Support the Centre's campaigns and fundraising activities
- Prepare promotional materials for events volunteers.

4. Health, Safety and Security (10%)

- Support Centre users on security issues and see that Centre is kept clean and tidy
- Look out for personal security issues with respect to lone working inc for women
- Prepare and update Health and Safety briefings in all induction material.

3. Knowledge, Skills and Experience needed for the Job

Planning and Organising

- Organising documentation, filing and administration of a small organisation
- Supporting the expansion of volunteer networks and liaising with providers
- Prioritising their own workload to meet deadlines and priorities.

Problem Solving

- Dealing with routine queries and passing on more complex matters to Coordinator
- Supporting the networks of members, affiliates and volunteers so that issues that arise are dealt with in a timely manner
- Dealing with urgent issues and finding a solution or advising best person to contact.

Decision Making

- Determining if decisions require approval and taking decisions on day-to-day issues
- Being sufficiently aware of the consequences of decision making, particularly in important outward facing engagement work
- Identifying the most effective way to provide advice and support to members and volunteers and ensuring a co-ordinated approach to activities undertaken.

4. Key Contacts / Relationships

- The post-holder reports to the Centre Coordinator
- The post-holder records details of new volunteers and supporters and ensures every opportunity is taken to cherish volunteer contributions
- The two staff are supported by a volunteer Management Committee which provides strategic oversight for the work of the Centre.

5. Dimensions

- The Centre acts as a hub in several different networks across Scotland
- The Centre aims to be a family-friendly employer and offers flexibility in hours over the month so long as core tasks are undertaken.

6. Annual Salary

- Starting salary at £9.31 / hour rising to £10.21 = £16,983 to £18,777 / year pro rata.
- Initial contract at 12.5 hours / week = £6,065 / year subject to review after six months.
- Pension offered with 5% employer's contribution and 5% employee's contribution.
- UK Living Wage is currently £8.75 / hour.

Closing date: Noon Wed 14 March 2018 / Interviews: Mon 19 March 2018

Revised version endorsed by the Management Committee 19 February 2018

Person Specification for P&J Administrator

Essential

- Self-motivated with capacity to contribute to a participant-focussed centre approach
- Flexible, team player, good interpersonal skills, independent, ability to work under pressure and on own initiative.
- Sympathetic to the aims and objectives of the Peace and Justice Centre
- Organisational skills and experience in administering voluntary organisation office
- Educated to Standard Grade or equivalent, with 2+ years' relevant work experience
- Co-operative working with ability to show initiative and manage own workload
- Experience of running both financial and contact databases to store, retrieve and manipulate data – accuracy and attention to detail
- Communication skills require a good all-round communicator:
 - clear, concise and accurate written and oral communication
 - able to network and form collaborative relationships with different types of people;
 - confident and comfortable in dealing effectively with very varied visitors
 - a customer / service user orientated perspective.

Desirable

- Knowledge of the special requirements of voluntary organisations / networks
- Experience of events management – talks, seminars and fundraising activities
- Knowledge of the principles of the Data Protection Act 1998 – to be replaced by GDPR in May 2018 – and experience of working within its boundaries
- Experience of identifying audiences via databases to increase levels of engagement
- Knowledge of basic use of a WordPress website
- Knowledge of key issues such as nonviolence and conflict resolution, conscientious objection, nuclear disarmament - the arms trade, and human rights
- Experience of work with organisations relevant to the post (e.g. peace groups, nonviolent direct action and advocacy), with established personal contacts.

The Peace and Justice Centre is based at 5 Upper Bow – right by the Castle in Edinburgh's historic Old Town. We have worked since 1980 to raise awareness of the complex causes of war and offer a vision of ways to create peace through nonviolence, conflict resolution, human rights, alternatives to war and ecological responsibility.

More at <http://peaceandjustice.org.uk/about-us/> The Centre's Aims are:

1. To promote and support an integrated vision of peace, justice and a sustainable environment; and
2. To support, promote and help co-ordinate the work of individuals, communities and organisations throughout Scotland committed to these aims and values.