



## JOB DESCRIPTION

**Post: Administration Officer**

**Hours:** P/T – 21 hours per week

**Salary: £21,695 - £23,023** (pro rata for P/T hours)

**Permanent role**

**Location:** Brunswick House, 51 Wilson Street, Glasgow, G1 1UZ

**Closing date:** Wednesday 31<sup>st</sup> August 2022 at 12noon

### Overview

Generations Working Together (GWT) is the nationally [recognised centre of excellence](#) supporting the development and integration of intergenerational work across Scotland. GWT's vision is to live in a Scotland where different generations are more connected, and everyone has the opportunity to build relationships that help to create a fairer society. Our mission is to develop, expand and improve intergenerational practice.

By intergenerational practice we mean projects, activities or events where people of different generations who might not otherwise meet each other do things together in positive and creative ways. Intergenerational practice includes any activities which remove and break down barriers between the generations.

GWT provides a range of [training opportunities](#), a library of resources, organises events including the [Global Intergenerational Week](#) Campaign, facilitates 18 local and four thematic [networks](#) across Scotland and delivers pilot projects. This support encourages the involvement of volunteers and grass roots projects as well as the more strategic levels of management and government. Importantly, we connect individuals and organisations who work across different generations building trust and respect which creates long-lasting friendships. Together through intergenerational work the different generations can share their skills and learn new ones identifying solutions on how to address local problems and challenges in their communities.

### Overview of Post

The successful candidate will play a key role in the administration function of GWT and will be responsible for developing, devising and maintaining our systems in relation to both administration and human resource management. The role involves liaising with relevant external organisations, collation of evaluation data and providing support to the staff team and board members.

**Responsible to:** Chief Executive Officer

### Responsible for:

1. Providing administrative support
2. Contributing to the implementation of organisational and delivery projects, within the context of the Corporate Plan
3. Providing support to the Finance Officer

## **Responsibilities:**

### **1. Provide administrative support**

This will include activities such as:

- Assist with administration of recruitment process
- Set up new members of staff on platforms used for work and collaboration - shared calendar, email accounts, BrightHR
- Support the effective implementation of GWT's learning and development policies and procedures ensuring that appraisals happen on a regular schedule
- Develop and update human resource policies
- Develop the presence and attractiveness of Generations Working Together as a place to work
- Support the team to organise national events (conference, Global IG Week etc)

### **2. Support both short - and long-term projects that further the strategic aims of GWT.**

This will include activities such as:

- Support the collection, storage, retrieval, and reporting of electronic data for evaluation purposes
- Support the team in the development and implementation of the Excellence Award Campaign and international conference held annually.
- Support and maintain GWT's membership, event and training databases
- Support staff with responses on social media when necessary

### **3. Provide support to the Finance Officer**

This will include activities such as:

- Process purchases and payments on behalf of staff and manage memberships and subscriptions to services and software.
- Produce invoices for funding and consultation services and manage the retrieval of late payments for events and training sessions, as required.
- Process fundraising payments and share figures with relevant staff
- Ensure contracts for mobiles, IT support, office rental and any other contracts are kept up to date and are sitting with the best deals.

And any other administrative tasks required by the CEO.

## Personal Profile

	Essential	Desirable
<b>Job Related Skills</b>		
2 Highers or equivalent qualifications or experience.	√	
Evidence of ongoing personal and professional development activities during career to date.		√
The ability to interpret evaluation data and pull into meaningful reports.	√	
Excellent communication skills, written and verbal	√	
Experience of working with charities		√
The ability to demonstrate appropriate skills and knowledge around general bookkeeping		√
<b>IT and Social Media</b>		
Excellent level of IT literacy, including Microsoft Office, particularly Excel and databases.	√	
Experience in administering Social Media Platforms (Facebook & Twitter)	√	
Working knowledge of producing and reviewing content for website		√
<b>Personal Qualities</b>		
Self-motivated, creative and outcome oriented	√	
Commitment to working collaboratively across the organisation	√	
Flexibility to work irregular hours and undertake occasional overnight trips (with appropriate notice) .	√	
Able to work independently, set own priorities and deliver within agreed timescales.	√	

## Benefits and conditions

**Pension Contribution:** 8%

**Holiday hours:** 37 days per annum (includes public holidays and a personal celebration day).  
An additional day will be awarded after each year of service up to a maximum of 5.

**Full training and professional development:** Annual staff development review to develop skills and knowledge

**Probationary period:** Six months

**Notice period:** 8 working weeks after probation

**Expenses:** Travel and overnight expenses (if required) will be re-imbursed.

### Application details:

Application forms can be found at [www.generationsworkingtogether.org](http://www.generationsworkingtogether.org)

Applications should be emailed to [alison@generationsworkingtogether.org](mailto:alison@generationsworkingtogether.org) by **12 noon on Wednesday 31<sup>st</sup> August.**

**Please note that we reserve the right to bring the closing date forward. We would therefore recommend that you submit your applications as soon as possible.**