

Tayport Community Trust

Job Description for Administrator



Job Title:	Administrator, Larick Centre, Tayport
Salary:	This will be paid monthly in arrears, by direct credit transfer, on or before the 14 th day of each calendar month. It will be paid directly to a Bank Account nominated by you.
Hours:	24 hours per week; as agreed with Tayport Community Trust
Holidays:	Holiday year runs from 1st April to 31st March. You are entitled to 28 days' holiday per year plus 4 festive days, pro-rated.
Duration of post:	2 years dependent on funding and successful probation report
Location:	Larick Centre, Tayport, Fife
Supervision:	The post-holder will report to the Bookings and Events Officer

Background:

Tayport Community Trust

The Trust is a Scottish Registered Charity and Company Limited by Guarantee, with a Board of Trustees and a membership of 360 local residents. The Trust has a proven record of delivering positive social change locally through successful, innovative projects such as the Harbour Café (run by Tayport Community Enterprises (TCE)) and Tayport Community Garden, established and managed by the Trust's gardening group PLANT. www.tayportct.org.uk.

The Larick Centre

The Larick Centre is a new community-owned centre in Tayport, offering a tremendous opportunity for local people, providing facilities for sports, arts, community meetings and events, tourism and business, a café, campsite and outdoor space. The Centre opened in June 2020 and includes a range of community projects linked to health and wellbeing activities and services, new jobs and volunteering opportunities including student placements, education and training.

The Larick Centre houses an impressive 50 seat café alongside spaces for sports and fitness, health and wellbeing, arts and craft workshops, educational workshops, social and support meetings, live entertainment, parties and weddings, exhibitions and outdoor events.

Role Purpose

- *To provide an administration service to the Larick Centre team*
- Greeting, welcoming, and directing visitors
- Handling daily office duties such as creating reports and maintaining cloud based filing system
- Processing room bookings and all tasks related to bookings and payments

Key tasks, will include:

- Processing and checking invoices, which includes raising payments within bank for authorization
- Have responsibility for the online booking system
- Ensuring all invoices, sales orders, and expenses are completed and filed for the bookkeeper entry into Sage
- Ensuring all customers have paid in full, which will include chasing payments.
- Pulling together financial information for fund claim documents
- Monitoring and recording petty cash
- Coordinate with Bookkeeper that all information is being provided for accurate accounting
- Ordering office supplies and working with vendors to maintain office equipment.
- Help in pulling together a monthly newsletter.
- Assisting Events coordinator and community engagement with administrative tasks

Any additional training when needed will be provided.

General

- Follow all health and safety regulations in line with the Larick Centre's health and safety policy
- Work to legislative, ethical, policy and procedural requirements, adhering to The Larick Centre policies & procedures, including best practice on Safeguarding and Protection of Children and Vulnerable Adults, HR, Health and Safety & Operational, and participate in all policies being reviewed and updated

Qualifications/Experience	Essential	Desirable
Recognised, relevant qualification or equivalent experience (e.g. administration)		✓
Full UK driving license and access to a vehicle for work purposes		✓
Experience of working with people in community settings	✓	
Experience of online bookkeeping systems and administration duties	✓	
Experience of IT programmes including excel, word etc	✓	
Experience of record keeping	✓	

Knowledge and Skills		
Ability to work flexibly to meet the requirements of the post, prioritise effectively and meet deadlines	✓	
Ability to work as part of a team and independently	✓	
Ability to work with people with widely varying levels of needs, knowledge and skills, and recognize and support their contribution	✓	
Well organised with excellent administrative skills	✓	
Excellent IT skills including good knowledge of excel spreadsheets	✓	
Excellent written and verbal communication skills	✓	