



## Job Description

### Administrator (maternity cover)

#### Social Bite Village

Part time (16 hours per week)

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has served those on the edge; working with the homeless and vulnerable to transform their lives.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

**Compassion:** We believe that everyone should have the chance to change, no matter how long that might take.

**Respect:** We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

**Integrity:** We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

**Innovation:** We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

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## 1 General

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The Social Bite Village is the vision of Josh Littlejohn, Founder and CEO of Social Bite. The village provides a home for up to 20 people affected by homelessness. Cyrenians is journeying with Social Bite to deliver community by providing housing support. Cyrenians pioneered community living almost 50 years ago and our model and values led ethos is still relevant today.

The purpose of the village is to offer a person-centred approach to residents encouraging them to find their way to a happier, healthier future and a place of belonging, security and hope.

Our unique approach to supported accommodation helps people to develop their skills through ongoing support and opportunities for personal development, with the key outcomes being;

- To significantly increase the ability of people to live more independently in the future including reducing and where possible, ending dependency on housing support and welfare
- To increase the contribution people want to and can make to wider society through volunteering and, if possible formal work experience, training and education
- To improve the ability of people to access community resources and networks such as libraries, GPs, social activities etc.

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## **2 Main Aims of the Role**

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The Administrator is the first point of contact for all enquiries from a range of stakeholders including potential residents, referrers, funders, professionals, media and more. The role requires a personable, approachable and helpful individual with strong organisational and communication skills, and an eye for detail.

This role will also directly support the Service Manager with tasks such as reporting, monitoring, evaluation, media communication, and securing funding.

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## **3 Tasks and Responsibilities**

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### **Key admin duties:**

- General office administration including; organising diaries and meetings, photocopying, filing, petty cash, incoming and out-going mail
- Answering all calls and enquiries and ensuring an efficient administrative recording system
- Provide specific administrative assistance to the Manager and generalist support to the wider team
- Ordering office supplies and liaising with Corporate Services Coordinator and external IT support to maintain office equipment
- Invoice management and budget monitoring as advised by the manager

### **Monitoring and evaluation:**

- Ensure the monitoring requirements of the service are suitably managed via relevant recording mechanisms including key databases
- Provide assistance in the production of reports for stakeholders and funders

### **Communications:**

- Assist with media engagement e.g. newsletters, website, interviews and social media
- Assist with the production and distribution of information leaflets, posters, reports and other promotional materials

**Funding:**

- Support manager to identify relevant funding streams to enhance service delivery

**Other Duties:**

- Assist with the administrative requirements of developing a well-being programme aimed at village residents
- Support the recruitment and management of volunteers
- Undertake any other duties that may reasonably be expected to fulfill the role

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## 4 Person Specification

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<b>Knowledge &amp; Experience</b>	
Able to use Word, Excel and Outlook to a high level of competency	Essential
Familiar with Photoshop / InDesign software packages	Desirable
Knowledge of the issues that lead to homelessness	Desirable
<b>Experience</b>	
Previous experience in a front-facing role	Essential
Proven experience in an administration role	Essential
Experience of data entry, data collation and extrapolation	Essential
<b>Skills</b>	
Excellent organisational skills with an eye for detail in order to successfully complete routine administration and mechanistic processes	Essential
Excellent interpersonal skills and telephone manner in order to interact, on a daily basis, with a wide range of stakeholders including potential residents, referrers, funders, professionals, media and more	Essential
High levels of accuracy when inputting data and using this data for reporting	Essential
<b>Approach</b>	
Methodical and conscientious	Essential
Can work well under pressure	
Excellent communicator, both written and verbal	Essential
Ability to work in a busy environment	Essential
Able to work independently with a minimum of supervision	Essential
Respectful of confidentiality of personal matters pertaining to service users, volunteers and colleagues	Essential
<b>Qualifications</b>	
Highers and/or equivalent relevant qualifications	Essential
ECDL or equivalent IT experience	Essential
<b>Circumstances</b>	
Able to work flexible hours in line with the requirements of the Service	Essential

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## 5 Terms & Conditions

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<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenian Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Service Manager
<u>Liaison with:</u>	Other Cyrenians staff
<u>Reporting:</u>	Report against work plan at regular support and supervision meetings
<u>Workplace:</u>	Edinburgh based, with travel as required
<u>Working Hours:</u>	16 hrs per week (part time) Worked over 3 days
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£18,843 - £20,657 per annum pro rata (SCP15 - 19). This equates to a pro-rata salary of £8,148 for a 16 hour week at SCP15.
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Funding:</u>	This role is to provide maternity cover for approximately 6 months.
<u>Disclosure:</u>	Not applicable

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## 6 Application deadline and Interview dates

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<u>Closing date:</u>	12 noon on Wednesday 26 <sup>th</sup> February 2020
<u>Interview date:</u>	Tuesday 3 <sup>rd</sup> March 2020
<u>Second stage:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.