

**STRATHERRICK & FOYERS COMMUNITY TRUST LIMITED**

**Job Title: Administrator**

**Accountable to:** Trust Manager

**Responsible to:** Stratherrick and Foyers Community Trust (SFCT)

**Salary:** Dependent on experience

**Hours of work:** Minimum of 10 hours per week

**Location:** Wildside Centre, Whitebridge IV2 3UN and/or remote working

**Notice period:** This contract may be ended for any reason by each party giving 30 days' notice.

**Purpose**

- To support the work of Stratherrick and Foyers Community Trust through efficient and effective administration.
- To contribute to the success of Stratherrick and Foyers Community Trust working with the Trust Manager and Directors to maintain credibility, best practice and transparency.

**Knowledge and Experience required to be considered for the post.  
Essential & Desirable Criteria**

**The following are Essential Criteria:**

1. Experienced in taking minutes and preparing accurate transcripts.
2. Knowledge of company structures and relative governance.
3. Able to manage own workloads and work with minimal supervision.
4. Able to maintain an electronic filing system.
5. Full working knowledge of Microsoft Office software packages including SharePoint.
6. Organised, methodical, self-starter.
7. Reliable.
8. An efficient communicator.
9. Calm under pressure.
10. Respectful and able to respond to and engage with Trust Manager, Directors, members of the community and other stakeholders appropriately.

**The following are Desirable Criteria:**

1. Friendly, outgoing, and polite.
2. Multi-skilled, responding well to the exigencies of the Trust.
3. Adaptable to change.

## Key Tasks

1. Preparation of agenda and issuing agenda and supporting documentation in advance of meetings.
2. Taking minutes of Board meetings and annual general meetings (AGMs) and other meetings as required and to circulate to Board members within 7 days of meetings.
3. Management of the grant application process from recording of applications received to final receipt of completion reports, liaising with Trust Manager and grant assessors as appropriate and maintaining an electronic record of the process within the Trust's filing system on SharePoint.
4. Taking bookings for Trust property and liaising with facilities in relation to bookings, ensuring the internal booking calendar is up to date and the website calendar for events that are looking to be advertised.
5. Liaising with Finance in relation to billable bookings and maintaining the relative records on SharePoint.
6. Act as a point of contact for all Trust IT users. Act as the main point of contact for Trust IT systems with external IT support including maintenance of equipment, purchase of new equipment and ensuring licences and security is up to date.
7. Ensure the Trust is complying with IT policy and essential security on a regular basis.
8. Support the communications team in updating the information on the Trust website and dissemination of information via Mailchimp to Members of the Trust and other stakeholders.
9. Liaising with the Trust staff and assisting them with administrative tasks as required.
10. Preparation of reports for Board meetings and reporting on same, as required.
11. Maintenance of all electronic records of all agendas and supporting documentation and to maintain records of approved, signed minutes.
12. Receive, acknowledge, and record all relevant correspondence as appropriate.
13. Ensure decisions taken by the Board are communicated to the relevant stakeholders within 7 days of the decision being taken (e.g. grant applications).
14. To ensure complete confidentiality with all Trust documentation and other information.
15. Register and keep information in accordance with data protection legislation.
16. Assist the Company Secretary to maintain statutory books, including list of members and directors, including relevant contact details (eg. phone, email and address).

17. Keep up to date with changes in relevant legislation informing the Board should their decisions contravene the regulatory environment.
18. Contribute to discussions as required, advising Board members on governance and best practice.
19. Administration of matters relating to insurance and property, and ensuring the company complies with best practice, legal and statutory requirements.
20. Submission of monthly timesheets and expenses to the Trust Manager for approval.
21. Other administrative tasks as may be required from time to time.
22. The above does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The Trust reserves the right to require employees to perform other duties from time to time.

### **QUALIFICATIONS REQUIRED**

No specific qualification is required for this role but the applicant must be able to demonstrate a high enough level of written and numeric skills needed for this role.

Direct experience and knowledge of the third sector and/or business with proven administration and minute taking skills desirable along with good knowledge of Microsoft Systems and electronic filing systems.

### **SPECIAL REQUIREMENTS**

The post holder may be required to vary their personal working hours according to the requirements of the job which includes out of normal hours working.

The post holder will be required to work evenings as required.

