**Candidate Information**

**Administrator, Places for Everyone**

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| **Salary:** | Grade D:£20,636 - £24,473 per annum (pro rata for part time) |
| **Hours:** | Full time hours are 37.5 hours per week  This job can be considered for full time or from 30 hours per week. We are very happy to discuss working hours to suit individual circumstances. This role is particularly suitable for job share / compressed hours / school hours. |
| **Contract:** | Permanent |
| **Disclosure:** | PVG Scheme is not required for this position |
| **Base:** | Home based within reasonable travelling distance from Edinburgh / Glasgow |
| **Travel:** | This role does not involve regular travel. The focus of this role is in Scotland; we may occasionally need you travel / travel further during the course of your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Job or Project Specific Information**

The post holder will provide administrative support across the Places for Everyone programme to help Sustrans maximise the effectiveness of its delivery and influencing abilities.

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| **Where this role sits in the structure:** |  |

**Job Description - About the Role**

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| **Where this role sits in the structure** | Reporting into the Business Support Manager  Working closely with Partner Relations Manager and Contract Managers.  This role does not have line management responsibility. |

**Key Responsibilities**

Responsibilities may include:

1. To process grant claims, checking them for completeness before escalating to finance and/or Project Managers.
2. To process new applications for funding by checking them for completeness before disseminating to Project Managers.
3. To communicate effectively via the telephone with partners and stakeholders.
4. To manage the Places for Everyone mailbox, escalating emails to colleagues where appropriate.
5. To contribute to the management of the Places for Everyone calendar.
6. To populate award letters in liaison with Project Managers and the management team .
7. To assist in the creation of programme documents such as external facing guidance documents.
8. To provide general administrative assistance, including data entry, filing and contacting stakeholders as directed by the Infrastructure Managers or Partner Development Coordinator.
9. To assist the Places for Everyone management team by supporting the logistics of meetings and events, including arranging meetings and compiling and distributing agendas/minutes/actions.
10. To provide administrative support for the monitoring and reporting of activities of the Head of Infrastructure Delivery, including collating and entering data.
11. To assist with financial administration and reporting requirements for the Places for Everyone management team.
12. To assist with administrative tasks when key milestones and deliverables are scheduled, for example, distributing funding agreements and monitoring the return of signed agreements, distribution of award letters and other correspondence.
13. To attend meetings and liaise routinely with colleagues within the Business Support team regarding workload and to prioritise duties accordingly.
14. To undertake other administrative tasks as required to support the delivery of the Places for Everyone programme.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Experience of office administration systems including MS Office and Teams | ✓ | ✓ |
| Experience of scheduling diaries | ✓ | ✓ |
| Experience of processing financial data | ✓ |  |
| Experience of planning meetings and events for teams and departments | ✓ | ✓ |
| Experience of working in a professional and efficient manner within a busy team |  |  |
| Experience of Adobe Acrobat DC | ✓ | ✓ |
| Experience in a variety of meeting platforms |  | ✓ |
| Experience of website administration | ✓ | ✓ |
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| **Skills and Abilities** |  |  |
| Good administrative skills |  | ✓ |
| Good written and verbal communications skills |  |  |
| Ability to follow instructions whilst having the confidence to suggest minor adjustments | ✓ | ✓ |
| Ability to prioritise and manage own workload to meet deadlines | ✓ | ✓ |
| Good organisational skills |  |  |
| Good attention to detail |  |  |
| Basic numeracy skills |  |  |
| Ability to maintain successful working relationships | ✓ |  |
| IT literacy - familiar with use of Microsoft Office |  | ✓ |
| A flexible and enthusiastic approach |  | ✓ |
| **Specific qualifications/ training required** |  |  |
| Educated to National 5/GCSE level or equivalent, or office practice/administration experience |  |  |
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This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.