



## Job Description and Application Information

**Role:** Administration Assistant (maternity cover, 6 months initial contract with potential for extension)

**Hours:** Part time, 21 hours per week

**Salary:** £12.50 per hour

**Location:** Kyle of Lochalsh

**Start date:** Immediate

### Description

We are currently looking for a part time Administration Assistant to provide maternity cover for an initial period of six months with potential for extension after that. The post will be placed in our Kyle of Lochalsh office and will cover a range of administration tasks related to membership, project support and social media.

Joining our small team, you will ideally be an experienced administrator, self-motivated, capable of working with minimal supervision, and knowledge of the crofting context would be beneficial but not mandatory.

### Main Duties

Your main duties will include (but not be limited to):

- Assist in organisation of training and other events.
- Arrange travel and accommodation for volunteers and staff as required.
- Assist with preparation of publicity material.
- Act as first point of contact for enquiries and communications to SCF headquarters, taking telephone calls, emails etc. Filter and allocate enquiries, dealing with more straightforward ones, and forwarding others to relevant colleagues or agencies.
- Disseminate out-going communications, emails, surveys, news releases.
- Contribute to SCF social media presence, scheduling posts, etc.
- Administer the SCF's membership system, including membership renewals, new memberships, subscription direct debits and payment receipts and maintain an up-to-date membership database.
- Assist in organisation of meetings both in-person and online, including minute taking.
- Assist members with their crofting enquiries

You will be line managed by our Office Manager but also work closely with our Outreach Coordinator, particularly in relation to training events.

### Essential Criteria

The following are considered as essential for potential candidates:

- Experience of Microsoft Office products such as Word, Excel and Teams
- Proven track record in administrative support roles
- Good time management skills
- Strong communication skills, particularly customer facing
- Experience of using social media in a business environment

### Desirable Criteria

The following are considered desirable but not essential for potential candidates:

- Experience using Canva for designing social media images
- Crofting knowledge
- Gaelic language

### How to Apply

Candidates should submit a CV with a covering letter outlining how they meet the requirements of the role to [celia@crofting.org](mailto:celia@crofting.org) by midnight, 06/10/2024.

Interviews will take place week on 09/10/2024 & 10/10/2024 and the successful candidate will start as soon as possible after that.