



Tomintoul & Glenlivet Development Trust

TOMINTOUL & GLENLIVET LANDSCAPE PARTNERSHIP

ADMIN & SUPPORT OFFICER JOB DESCRIPTION

Fixed Term Contract 3.5 yrs. £16,550 – £21,031 (pro rata) 22.5 hrs per week

The Tomintoul & Glenlivet Landscape Partnership is funded by Heritage Lottery Fund, Cairngorms National Park Authority, Crown Estate, Moray Council and Highlands & Islands Enterprise to deliver a range of cultural and natural heritage projects as part of the Tomintoul & Glenlivet Regeneration Strategy. A staff team and a range of local groups and volunteers will deliver and monitor the projects which have been identified and developed in the Landscape Conservation Action Plan.

The Admin and Support Officer will be based in Tomintoul and work flexibly as part of a small team, reporting to the Programme Manager and supporting all other staff members where necessary.

This is a 3.5 year fixed term contract employed by Tomintoul & Glenlivet Development Trust.

Overall Purpose

- The purpose of this role is to provide efficient and effective administrative and clerical support services to TGLP staff team. The post holder will provide a courteous and helpful first point of contact for Tomintoul & Glenlivet Landscape Partnership.

Specific Project Responsibilities

- Support the Programme Manager and TGLP staff team to set up and maintain effective admin systems including mailing lists and other contact databases; finance records; timesheets; monitoring and evaluation
- Events support – support TGLP team with event management, admin and evaluation
- Support staff and volunteers with maintaining the photo library and local heritage archive

Community

- Provide a positive first point of contact for TGLP with the wider community

Communications

- Support TGLP staff and volunteer team in delivering effective communications

Other

- To carry out the above duties in line with the CNPA Policies and Procedures
- To carry out further duties as and when required in line with the grade of the post

Person Specification - Knowledge, experience and training**ESSENTIAL**

- Must be computer literate;
- Must have an in-depth knowledge of Outlook, Microsoft Word, Excel and Powerpoint, and have full knowledge of developing and maintaining databases;
- Ability to be precise/accurate in use of specialised IT systems as mistakes can have significant consequences;
- Ability to maintain confidentiality when required;
- Have a flexible approach and outlook and be able to apply skills and intellect to a range of tasks and issues;
- Ability to work in small office environment where multi-tasking is essential;
- Driving Licence or access to a driver if disability prevents driving.

DESIRABLE

- Knowledge and understanding of the Tomintoul and Glenlivet area
- Relevant experience of administration and customer services;
- Previous experience of a broad range of administrative and technical functions and ability to advise others; and,
- Problem solving skills in relation to minor issues which may occur throughout the organisation.

Closing date for both posts is 5pm Friday 12th May 2017, interviews are expected to take place on the 5th & 6th June.

Application is by CV and covering letter detailing how your skills and experience fit the job description. For a full job description please call Oli Giles on 01807 580358, visit www.tgdt.org.uk or email oliver@tgdt.org.uk