

JOB OUTLINE

Post: Administrative Assistant

Job Purpose: Contribute to the effective delivery of the Crichton Foundation's charitable aims and objectives. You will carry out administrative duties under minimum supervision to facilitate the smooth, efficient running of the Foundation office and assist with the organisation and delivery of fund raising and other events. You will be the first point of contact for day to day enquiries, including answering and making calls.

KEY DUTIES & RESPONSIBILITIES

1. Provide a wide range of administrative support to the Office and Events Manager, Finance and Systems Manager and Foundation Convenor.
2. Provide a central point of contact for customers, partners and students.

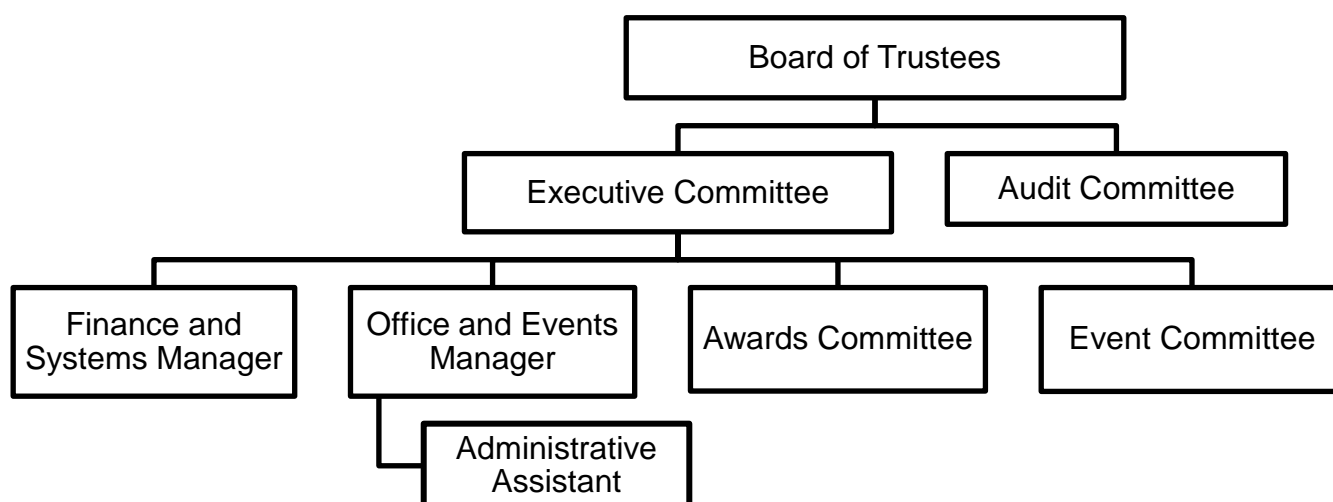
GENERAL RESPONSIBILITIES

1. Assist in ensuring that all written, electronic and telephone communications are received, filtered and progressed timeously using appropriate recording and tracking procedures to support the provision of a quality service.
2. Maintain and update mailing and contact lists.
3. Assist with preparation and circulation of agendas and papers for Board and Committee meetings.
4. Assist with recording, preparing and circulating minutes of Board and Committee meetings.
5. Assist with gathering information for the Annual Report and any other reports.
6. Utilise and maintain effective information and administrative systems.
7. Assist with administration of the Friends subscription scheme, including monitoring annual subscription payments and related correspondence.
8. Provide support to the Office and Events Manager and the Awards Committee by receiving applications from students and Campus partners, helping to prepare these for circulation and recording and monitoring application outcomes.
9. Assist the Office and Events Manager with preparation for events by attending Committee meetings, attending events and liaising with internal and external organisations as required.
10. Assist the Office and Events Manager, Finance and Systems Manager and Foundation Convenor with any other reasonable duties as required.

PERSON SPECIFICATION

Attributes:	Essential Criteria	Desirable
Qualifications	Educated to a good general level to National 5 or equivalent in English OR equivalent demonstrable experience.	SVQ level 3 in a relevant subject.
Knowledge & Skills	Effective planning and organisational skills. Excellent IT skills. Exemplary communication skills. Ability to maintain confidentiality. Proficient in maintaining and developing effective administration procedures and systems. High level of accuracy and attention to detail. Ability to complete tasks within a context of competing demands. Polite and professional telephone manner.	Relevant experience of working in an administrative role, ideally in charity, third sector or customer orientated environment. Ability to work efficiently, even under pressure. High levels of organisation. Ability to work both on your own initiative and as part of a dynamic team. Demonstrate a knowledge of Health & Safety within an office environment.
Experience	Providing a wide range of clerical and administration support. A comprehensive knowledge of the Microsoft Office suite of applications, and how to apply these to the delivery of effective and efficient administrative support. Working in a multi-disciplinary capacity with partner organisations.	Proven track record of working within a similar role. Experience within the third sector or related environment. Experience of recording minutes at meetings.

ORGANISATION STRUCTURE CHART



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