

Cycling UK Admin Assistant – Scotland

Job Description and Responsibilities

Reports to:	Scotland Programme Manager
Direct Reports:	None
Location of Role:	Home based in Scotland
Contract:	Fixed Term until 31 March 2022
Salary:	£22,500 (FTE)

Purpose of Role:

To work with Cycling UK Development Officers, Managers and the Head of Development Scotland across our projects in Scotland, providing administrative support on our busy and expanding programmes around the country.

Scope of Role:

The Administration Assistant will work across all Cycling UK projects in Scotland, working closely with Scotland Managers and the Head of Development Scotland to support our systems of reporting, grant making, training co-ordination and events. This postholder requires an excellent level of organisation and an ability to work across multiple projects, communicating with colleagues through mainly online systems and phone calls. Flexible approach to communication and cross project work will be required during current lockdown restrictions.

Specific duties and responsibilities:

1. Work with colleagues at Cycling Scotland, and other partners, to organise and book training for groups we work with across Scotland
2. Supporting Development Officers to organise networking events, conferences and cycling activities when safe to do so again - using tools such as Eventbrite - including booking instructors, venues and refreshments
3. When safe to host events again, supporting project participants with event registration, queries and ensuring that participants are followed up for evaluation
4. Supporting the Senior Project Officers with community grant administration
5. Schedule key departmental meetings and capture the output from them
6. Provide Development Officers with support to log information on shared systems and other ad hoc tasks
7. Support Communications colleagues with responses on social media when necessary
8. Any other administrative tasks required by the Head of Development Scotland

Admin Assistant (Scotland)

Person Specification

Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, trustee, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

Req	Essential	Desirable
Qualifications	2 Highers or equivalent qualifications or experience	Evidence of ongoing personal and professional development activities during career to date
Experience/ Knowledge	<p>Experience of remote project administration</p> <p>Experience of work in the Third Sector, with community organisations, the public sector or the NHS in Scotland</p> <p>Experience of supporting the organisation and risk assessment of events, including workshops and meetings</p>	<p>Knowledge of GDPR and good practice regarding data protection</p> <p>Experience of using event booking tools (e.g. Eventbrite)</p> <p>Experience of supporting budget management</p>
Skills	<p>Excellent communications skills, written and verbal</p> <p>Excellent level of IT literacy, including Microsoft Office, particularly Excel and databases</p>	
Personal	<p>Self-motivated, creative and outcome oriented</p> <p>Able to work independently, set own priorities and deliver within agreed timescales</p> <p>Able to constructively build working relationships with colleagues and other partners and work collaboratively</p>	
Other	Flexible in terms of travel and working hours including evenings and weekends	Understanding of the importance and impact of walking and cycling

Job Holder:

Date:.....