

## **JOB DESCRIPTION**

**Position:** Admin Support Officer

**Employment Basis:** Part time - Self Employed

**Location:** Many of the activities can be undertaken from home, however 1) the post holder will be required to attend Hutton Community Initiative Board meetings which are usually held at Boreland Village Hall, 2) the postholder may be required to attend events in Boreland Village Hall, 3) the post holder will be required to carry out a booking secretary and hall manager role for Boreland Village Hall which will require attendance at the Hall at least once a week.

**Hours:** Will vary from month to month but we envisage 15 – 20 hours per month with the possibility of increasing depending on how the role evolves

**Payment:** £16 per hour

**Contract duration:** 12-month contract which will include a 3-month probationary period

**Responsible to:** Hutton Community Initiative Board

**Job Summary:** To provide secretarial, administrative and other support as required to the Hutton Community Initiative Board including the day-to-day management of Boreland Village Hall (Boreland, Lockerbie, DG11 2LL).

### **Main responsibilities:**

- To attend Board meetings to provide secretarial support for these meetings as well as a report on activity since the last meeting
- To manage email and social media communication and ensure GDPR regulations are observed
- To assist and support the Board and sub groups in organising events when required
- To provide support for the Board's development projects
- Support the Board run community engagement activities
- To manage the bookings for the village hall which will include responding to enquiries, sending out booking forms, meeting potential hirers to show them the facilities, ensuring hirers are fully aware of how equipment, heating, lighting etc works, setting heating time clocks and arranging access for hirers
- To provide a warm welcome to village hall users
- To oversee the general upkeep, maintenance and security of the building which will include checking the building regularly for any signs of damage or general wear and tear, reporting any issues to the Board and arranging servicing and inspections as required
- To ensure a stock of cleaning and sundry supplies are maintained
- To source quotes from suitable contractors to carry out any remedial work required

- To arrange suitable times for works and services to be carried out with minimal disruption to the Hall's activities
- To ensure that the cleaning is carried out to a satisfactory standard
- To be the emergency contact for the hall and respond to calls from hirers
- To promote the Hall using a range of marketing tools including social media
- This job description may be amended from time to time, in consultation with the post holder to include any other duties as required by the Board
- This job description is not necessarily comprehensive, and the position holder will be required to carry out such other duties as may be reasonably required within the general scope of the post

## **Requirements**

- Well-developed administration skills
- Good communication skills
- Good organisational skills
- Good IT skills
- Ability to manage own workload
- Experience in an administration role
- Building management experience
- Experience of working with community or voluntary groups
- To be flexible in managing the day to day demands of the post with the ability to prioritise workload effectively
- Flexibility is required for attendance at evening and weekend meetings and events

## **How to apply**

Please apply in writing outlining your relevant experience and what interests you in the role.

Please send applications via email to: [huttoncommunity@gmail.com](mailto:huttoncommunity@gmail.com)

The deadline for submission of an application is 19<sup>th</sup> May 2025

Please note references will be required if invited for interview.

Informal enquiries prior to applying should be emailed to: [huttoncommunity@gmail.com](mailto:huttoncommunity@gmail.com)