

**Job Title:** Administrator (Senior Management Team)

**Reports To:** Executive Assistant to CEO

**Grade:** G2

### **Overall Job Purpose**

To provide administrative support to the Senior Management Team (SMT) and Executive Assistant (EA) to the CEO, to ensure that the SMT are fully assisted in meeting operational deadlines.

### **Key responsibilities**

- Provide administrative and diary support to members of the SMT and to support EA to CEO including preparation of papers for meetings gathering data for reports
- Attend meetings and take minutes/action notes when required
- Support and co-ordinate the SMT administrative projects or other initiatives as directed
- Assist the EA in all areas of event management for the organisation
- Develop and maintain admin systems and process relating role
- Monthly reconciliation of the SMT expenditure, ad hoc processing of expenses for CEO/SMT and Board member
- Monthly completion of the SMT project timesheets
- Ensure that incoming and outgoing mail is dealt with efficiently and co-ordinate a CEO/SMT mail log
- Manage and maintain membership administration, act as first point of contact and maintain up to date records
- Assist in maintaining grant reporting and payment schedules
- Deputise for EA during absences/as and when necessary
- Carry out all the duties with complete discretion and a high regard for confidentiality

### **Other Duties**

- Develop skills and undertake responsibilities which will fulfil the purpose of the role and support the success of the organisation
- Participate in and contribute to organisational/team meetings
- Ensure that work is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures
- Undertake any other appropriate duties as required.

Quality	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> <li>Standard/Higher grade, or equivalent qualifications, including English, or be able to demonstrate equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>HNC Business Administration or similar</li> </ul>
Job Experience and skills	<ul style="list-style-type: none"> <li>Strong organisation and time management skills with the ability to cope with a number of different tasks at the same time</li> <li>Committed to high quality work and attention to detail</li> <li>Good writing and communication skills</li> <li>Intermediate level or above in use of Microsoft Office software, including Word, Outlook, PowerPoint, Excel and Teams</li> <li>Competent in taking minutes and action notes</li> <li>Ability to prioritise workload and work to tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in the voluntary sector</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Able to work well on own initiative and as part of a team</li> <li>Confident when dealing with senior staff</li> <li>Ability to work flexibility</li> <li>A commitment to the work of Scottish Refugee Council and to the principles of equal opportunities</li> </ul>	