

ENGENDER

Administrator

Job Description

Salary: £24,808.53

Pension: 8% employer contribution

Hours: 35 hours per week *

*Engender is currently trialling a 4-day working week. During the trial working hours will be reduced to 30 per week with no impact on salary. The outcome of the trial will determine whether Engender adopts this approach in the longer term.

Leave entitlement: 38 days (including public holidays) * pro-rata during the 4-day week trial

Location: Glasgow or Edinburgh. The post holder will be based in one office but will be required to oversee the day-to-day management of both bases. The post holder will be required to be in the office as needed for operational tasks, meetings and available for occasional events. However, home-based or hybrid working is available outside of these times.

Responsible to: Head of Development

Purpose:

This role will be responsible for ensuring the smooth running of Engender's operations and administrative systems.

The role involves working closely with colleagues across the Engender team and the Board, leading on office administration tasks including organising meetings, diary management, facilities co-ordination and other administration tasks as required.

Main duties

Administration

- Manage 'Info' inbox – triage all incoming communications to this inbox and pass on/escalate to appropriate colleagues

- Call handling and initial responses to general enquiries
- Diary management and scheduling of organisational meetings for team and board
- Day to day management of office and utilities
- Oversee IT management systems such as SharePoint, Asana, etc
- Process invoices for payment and manage subscriptions
- Liaise with suppliers and contractors
- Recruitment administration
- Event booking and administration

Governance Support

- Assist with preparation and distribution of Board papers and meeting information
- Provide IT support for online Board meetings
- Attend and minute board meetings throughout the year (currently 5 Saturdays per year)
- Coordinate annual board member recruitment, digital election and induction

Person specification

Essential:

- Proficiency in ITC including Excel, Outlook, SharePoint and the rest of the Microsoft Office suite
- Able to work flexibly as part of a small team
- Excellent planning and administrative skills, including attention to detail
- Effective prioritisation of competing tasks using own initiative
- Administration experience including diary management and meeting preparation

Desirable:

- Experience of managing and updating information systems
- A relevant qualification in administration
- Experience of day-to-day office management

The job description and person specification is subject to regular review.

Equalities statement

Engender exists to promote women's equality in Scotland and to challenge the intersecting discrimination that persists in our society and communities. To do this effectively, it is crucial that our team understands and reflects a diversity of perspectives. We therefore want to encourage and support applications from people from a range of backgrounds, including those that may be under-represented in the Voluntary Sector in Scotland, including, but not limited to, people from minority ethnic communities, people with disabilities, LGBT communities and people who have experienced economic deprivation.

To ensure that our staff thrive and succeed at Engender, we are continuously working to create a workplace that is inclusive, accessible, flexible and fair, and where differences in background, culture, identity and lived experience are valued and respected.

Application notes

If you have any questions, please get in touch via recruitment@engender.org.uk.

Read the [application guidance here](#).

Apply at engender.org.uk/jobs.

Closing date: **9am on Monday 6th May 2024**

Anticipated dates for interview: **Thursday 16th May 2024**