



**Job Description: General Administrator** (Salary between £18.5k to £20.5k per annum)

Beannachar is a Camphill Community situated in countryside on the edge of Aberdeen, two miles from the city centre.

Life at Beannachar is designed to provide conditions that uncover and strengthen the unique talents and latent potential of each individual as they transition into adulthood.

Beannachar strives to create that environment by providing a warm, welcoming and secure home life in a 'House Community', while complementing this with active and engaging working experiences and a lively, stimulating social and cultural life.. We are a "Life-Sharing Community", which means that staff and students alike participate in activities, prepare and have meals together, go on outings and join in little ceremonies, whether they be birthdays or seasonal festivals, that lift life out of the daily routine.

**Purpose of the role:**

This role is a varied one, which will also evolve and develop over time. The key aspects to it are:

1. To contribute to the smooth running of the administrative functions needed to sustain a Community
2. To undertake reception duties
3. To share responsibility for answering and dealing with general calls to Beannachar
4. To support the development and maintenance of social media

**Responsible to:** Senior Administrator

**Responsible for:** the quality and delivery of their own work

**Key tasks**

**The Post**

1. Reception duties
2. Liaising with contractors
3. Maintaining the Community calendar
4. Minute taking for some key meetings
5. Protection of Vulnerable Groups administration
6. Dissemination of important communications to external stakeholders as directed by the leadership/management team
7. Dissemination of important communications in the community
8. Record keeping
9. Provide necessary office support for community members as required
10. Student admission paperwork
11. Setting up standing orders for new student admissions
12. Ensure that all records are held in accordance with GDPR
13. Create a centralised database of key contacts, parents, social workers, fundraising.

14. Collate general staffing/co-worker information – recording of annual leave, sickness absence and supervision
15. Collating and recording training records
16. Maintain the administration checklist for new co-workers
17. Website administration
18. Facebook administration
19. Supporting marketing and fundraising communications
20. Updating and disseminating welcome packs for new co-workers

#### **Health & Safety**

21. Comply with the Beannachar Health and Safety policies
22. Ensure all reasonable precautions are taken to provide for the safety of adults visiting the Office

#### **Safeguarding**

23. Ensure that the safeguarding of young adults when visiting the Office is effective and consistent with the policies, procedures and protocols of Beannachar

**Hours of work:** 37.5 hours per week. Salary between £18.5k to £20.5k per annum (depending on experience)

#### **Person Specification**

##### **Experience/knowledge:**

##### ***Essential***

- Good level of qualification (including maths and English)
- Experience of administrative support
- Experience of PR, marketing
- Experience of working in an organisation that requires the utmost confidentiality, tact and diplomacy
- Evidence of excellent verbal and written communication skills
- Evidence of the ability to communicate with people with many different needs
- Holding PVG membership

##### ***Desirable***

- Relevant degree-level qualification
- Working knowledge of the learning, health and care needs of young adults with special needs
- Knowledge/Experience of the ethos, values and principles associated with the Camphill movement

##### **Skills:**

- Having a high-level administrative skill set
- Being able to work on your own as well as part of a team

##### **Personal Qualities:**

Highly motivated to make a difference to Beannachar young adults and to contribute to the life of the community

*This job description is intended to provide a general statement of the major tasks and activities of the job. It is not an exhaustive list of all its detailed duties.*

*As a term of your employment, you may be asked to undertake any other such duties as may reasonably be required by you and that are broadly consistent with the job.*