



Creative Carbon Scotland

Administration and Finance Officer

Background

Creative Carbon Scotland – a charity initiated by **Festivals Edinburgh** and founder members, the **Federation of Scottish Theatre** and **Scottish Contemporary Art Network** – is a partnership of arts organisations working to help shape a sustainable Scotland. We believe that the arts and culture have an essential role in achieving the transformational change to a sustainable future.

Our vision is of a Scotland where this role is fully recognised, developed and utilised by both the cultural world and others interested in sustainability.

Our mission is therefore to connect the arts and culture with others working towards that transformational change in order to bring it about.

Our objective is larger than achieving incremental change in small pockets: we want to form a network of creative individuals and organisations who together can alter perceptions and change society using the work they make and present, the way they operate and how they speak to the public.

We work with artists and individuals, cultural and sustainability organisations, funders and policy makers, connecting them to the change process and exploring how the cultural sector can contribute.

Application process

In line with our environmental policy, we prefer to accept all applications online via the form on the web page for this role at:

<https://www.creativecarbonscotland.com/administration-and-finance-officer/>

Please contact alexis.woolley@creativecarbonscotland.com if, for accessibility reasons, you require us to provide you with an alternative.

Please study this **job description** and **person specification** closely and ensure that your application demonstrates clearly how your skills and experience mean that you meet the person specification and fulfil the needs of the role.

Creative Carbon Scotland applies a strong equal opportunities approach to recruitment. To help us avoid unconscious bias when shortlisting, applications will be anonymised prior to distribution to the shortlisting/interview panel.

Applications must be submitted by **5pm on Monday 22nd June 2020**. Interviews will take place remotely on the morning of **Monday 29th June 2020** (and the morning of Tuesday 30th June 2020 if necessary).

Equalities

Creative Carbon Scotland is committed to equalities and welcomes applications from all qualified candidates. We will make reasonable adjustments where necessary to enable people with particular needs or requirements to work with us. Our **Equal Opportunities Policy** is available on our website at: <https://www.creativecarbonscotland.com/wp-content/uploads/2018/01/P04-Equalities-Policy.pdf>. Please complete the **Equal Opportunities Monitoring survey** at: <https://www.surveymonkey.co.uk/r/DXDGLBM> and confirm that you have done so in your application – this is anonymous and the information provided will not affect your application in any way.

Job description

This is a new role for Creative Carbon Scotland.

Salary: £25,000 (pro-rated to 0.8FTE = £20,000)

Hours: part-time (30 hours per week)

Reports to: Programme Leader Policy, Communications and Corporate

Responsible for: No line management responsibilities

Flexible working: Creative Carbon Scotland welcomes proposals for flexible working subject to the needs of the role being satisfactorily fulfilled.

Holidays: 20 days plus 10 public holidays (pro rata) to be taken at times agreed with the Programme Leader Policy, Communications and Corporate.

Place of work: Creative Carbon Scotland is based at City Chambers, High Street, Edinburgh. Due to the current circumstances surrounding the COVID-19 pandemic, remote working will apply until restrictions are eased and a road map for returning to the workplace is agreed by the Creative Carbon Scotland leadership team.

Contract and notice period: This contract is for the period from July 2020 (date to be agreed with successful candidate) to 31st March 2021 with a view to extending dependent on funding. A probationary period of two months will apply, following successful completion of which the full, fixed-term contract will be confirmed.

Equipment: Creative Carbon Scotland is BYOD. However, a laptop and mobile phone will be provided if required.

Main purpose of the job

To ensure that Creative Carbon Scotland's administrative and finance systems and structures run smoothly and effectively to enable the organisation and the team to maintain their high levels of productivity and quality.

Responsibilities

1. Ensuring that our office and remote-working services enable the charity to operate effectively (40%) by:
 - a) ensuring that our Microsoft Office Sharepoint, Teams, document management, communications and other IT systems are up to date and working at the highest level
 - b) developing, maintaining and improving office systems, including our contacts database, and ensuring that we comply with GDPR
 - c) ensuring that equipment and resources are fit for purpose, fully functional and comply with relevant health and safety standards
 - d) liaising with the Facilities team in our host organisation and supporting team members in effective and safe home-working
2. Maintaining financial systems and other records (20%), including
 - a) processing invoices and payments working with the bookkeeper
 - b) managing online and paper finance files
 - c) monitoring expenditure and income relating to our IT subscriptions and reporting regularly on these
 - d) ensuring compliance with funders' requirements including regular reporting
3. Providing administrative support for all staff as appropriate, including organising CCS meetings (including quarterly Board meetings), travel, events and projects, both face-to-face and virtual, and involving a range of participants from local to national and international (10%)
4. Ensuring internal communication is effective (10%), including:
 - a) organising and minuting weekly Team meetings
 - b) managing our effective use of Microsoft Teams
 - c) managing incoming contact via the corporate email and phone
5. Ensuring that all CCS staff understand how to use office equipment, tools and resources, including software, and provide support and training as required (5%)
6. Providing administrative support in the recruitment and induction of freelance and employed staff (5%)
7. Supporting the communications work of CCS (5%)
8. Other duties as required (5%)

Person specification

Essential characteristics

1. A high level of organisational, administrative and customer service skills
2. Experience of office and/or home-working management and administration, including practices to reduce the environmental impact of these
3. Excellent knowledge and understanding of best practice in data protection and information security, human resources, and equalities, diversity and inclusion
4. Excellent IT skills including in-depth knowledge of Microsoft Office suite (including SharePoint and Microsoft Teams), virtual and remote working software and tools, wi-fi connectivity solutions and printer/scanner interface
5. Good knowledge of using social media for business purposes
6. Excellent interpersonal, oral and written communication skills
7. A high level of transferable skills, including attention to detail and problem-solving, time management, confidentiality and discretion
8. Flexible and proactive with the ability to prioritise effectively
9. Flair and imagination

Desirable characteristics

1. Experience of providing guidance, both spoken and written, in new administrative procedures, use of IT equipment and software