

Administration officer

Job description, person specification and application details

Job title:	Administration officer
Reports to:	Programme lead - Policy, Communications & Corporate
Salary:	£13,200 (£22,000 pro rata for 0.6FTE) , plus a contribution to a personal pension of 3% of salary
Start date:	As soon as possible for a fixed term to 31st March 2022, with potential extension depending on funding

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Background

The arts and culture shape the ways in which we live in the world and so have an essential role to play in addressing the climate crisis. Creative Carbon Scotland (CCS) is a charity working with individuals, cultural organisations and non-cultural organisations working on both carbon emissions reduction and climate change adaptation to forge a sustainable, equitable, climate-adapted Scotland. Our founding partners are Edinburgh Festivals, the Federation of Scottish Theatre, and the Scottish Contemporary Art Network.

Our mission is to:

- Engage the cultural sector in actively promoting environmental sustainability and addressing climate change
- Help the sector take a lead in shaping an environmentally sustainable Scotland
- Help the sector run itself as environmentally sustainably as possible

About the role

CCS is a small organisation whose services are very much in demand by both the cultural sector and, increasingly, by policy- and change-makers tackling the climate emergency. We are looking for a new colleague who can support us with everyday administration for the whole team as well as for our

[Green Arts Initiative](#); a full job description and person specification are shown below. Knowledge of Scotland's cultural or sustainability sectors is desirable but not essential.

This post is offered on a part-time fixed-term basis in the first instance (0.6FTE i.e. 22.5 hours per week until 31st March 2022); if funding permits the hours may be increased to 0.8FTE and/or the term extended.

NB: due to the fixed-term nature of the role and Creative Carbon Scotland's circumstances, this opportunity is only open to those who already have the right to work in the UK.

Application process

CCS wants to increase the diversity of our team so that people with a range of views and experiences contribute to our thinking. Before we pass your application to our recruitment panel we will remove your personal data to help them avoid bias during the shortlisting process.

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

Accessibility

Applications will only be accepted via the [application form on our website](#) unless alternative arrangements are made. If you wish to make alternative arrangements or have any problems in using the site (for example, if you are experiencing digital exclusion or have specific accessibility requirements), please write to ben.twist@creativecarbonscotland.com or phone/text 07931 553872 to seek assistance in good time before the closing date of 11:59pm BST on 8th August 2021. Your interactions with us on accessibility will remain confidential and will not be shared with the recruitment panel.

Interviews

Shortlisted candidates will be contacted by email on 12th August 2021 to invite them to an interview on 17th August 2021. Interviews will take place on Microsoft Teams and last around 45 minutes. The interview panel will be made up of Creative Carbon Scotland's Policy, Communications and Corporate Programme team.

Equalities

Creative Carbon Scotland promotes a diverse and inclusive working environment. We welcome applications from everyone with suitable skills and experience and we will make reasonable adjustments where necessary to enable people with particular needs or requirements to work with us. Our Equalities policy and Safe Working Statement are both [available on our website](#).

Please complete our [Equal Opportunities Monitoring Survey](#) and confirm that you have done so in your application form – the survey is anonymous and the information provided will not affect your application in any way.

Data protection

We will only use the personal data you provide in your application for the purpose of completing this recruitment process. All records created during the course of this process will be permanently

deleted once the appointee is under contract. For more information on how we handle your data, take a look at our [Data Protection and Information Security policy](#).

Summary

We are looking forward to finding out how you see yourself contributing to our team.

1. Read the job description and person specification carefully
2. Complete the online application form
3. Complete the separate anonymous online Equal Opportunities Monitoring Survey

Once you submit your application through the online form you will receive an automated acknowledgement of receipt. After an appointment has been made and accepted, we will write to every applicant to update them and offer feedback.

Closing date: 11:59pm BST on 8th August 2021
Invitation to interview: Issued to those on the shortlist by noon on 12th August 2021 via email
Interviews: Virtually via MS Teams on 17th August 2021
Feedback: Offered to all applicants via email in late August 2021

Job description

Job title: Administration officer
Reports to: Programme lead - Policy, Communications & Corporate
Salary: **£13,200 (£22,000 pro rated to 0.6FTE)**, plus a contribution to a personal pension of 3% of salary

Responsible for: not applicable

Hours: This is a part-time post at 0.6FTE. This means a 22.5-hour week with a degree of flexibility on both sides, as some evening and weekend work may be required and busy periods may call for extra hours, with time taken off in lieu during quieter periods. If funding allows, the postholder may be offered increased hours to 0.8FTE (30 hours per week).

Flexible working and job sharing: Creative Carbon Scotland welcomes proposals for flexible working or job share, subject to the needs of the role being satisfactorily fulfilled.

Holidays: 20 days plus 10 public holidays per year (pro-rated to 0.6FTE for the period to 31st March 2022) to be taken at times agreed with the line manager.

Place of work: Nominally based at City Chambers, High Street, Edinburgh, but home working is necessary for the period to 31st March 2022 due to the COVID-19 pandemic. The postholder will be expected to make full use of Microsoft Teams to meet (virtually) with their line manager and the rest of the CCS team as necessary. Face-to-face meetings can be arranged as long as government guidelines are met, and only if all participants feel comfortable doing so. Should the term of the contract be extended (see below) the postholder will be expected to work in the office at least one day per week.

Contract and notice period: This is a fixed-term post to 31st March 2022. A probationary period of two months will apply, following successful completion of which the full fixed-term contract will be confirmed. If funding allows, the term of the post may be extended past March 2022.

Equipment: CCS is a BYOD organisation. However, a laptop and mobile phone will be provided if required. Further equipment can be provided to ensure that the postholder's home workstation meets our wellbeing, health and safety policies. The postholder may claim a heating and lighting allowance (£26 per month, pro-rated) from CCS because of the requirement to work from home.

Main purpose of job:

- Deliver CCS's routine administrative requirements (65%)
- Assist with administration of our Green Arts Initiative (30%)
- Contribute to CCS team initiatives and discussions (5%)

Responsibilities:

1. Maintaining administration and finance administration systems and records (20%) by:
 - a) processing invoices and payments, working with the bookkeeper, and managing online finance files
 - b) developing, maintaining and improving existing office systems and resources, and proposing and creating new ones as required
 - c) monitoring expenditure and income relating to our IT subscriptions and reporting regularly on these
 - d) ensuring that we comply with GDPR and equalities legislation
 - e) assisting with data collation from internal records for external reporting requirements
2. Managing and developing our remote-working tools and systems to enable the charity to operate effectively (20%) 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) ensuring that equipment and resources are fit for purpose, fully functional and comply with relevant health and safety standards
 - c) supporting team members in effective and safe home-working, providing guidance and training when required
3. Ensuring internal communication is effective (20%) by:
 - a) organising and minuting weekly team meetings and monthly leadership team meetings
 - b) managing incoming contact via the corporate email
 - c) organising quarterly Board meetings
4. Supporting CCS's Transformation of Culture officer in the administration of the Green Arts Initiative (30%) by:
 - a) maintaining membership records
 - b) managing recruitment and on-boarding of new members
 - c) setting up events
 - d) running surveys
5. Participate in CCS team initiatives and discussions on strategic, ethical and practical challenges (5%)

6. Other duties as required (5%), including ensuring that our Equalities, Diversity and Inclusion Action Plan is considered and acted upon in all the above areas

Person specification

Essential characteristics

1. At least two years' experience in an administration role
2. Excellent IT understanding and skills, with in-depth knowledge of Microsoft Office suite (including Sharepoint and Teams), virtual and remote working software and tools and wi-fi connectivity solutions
3. Excellent interpersonal, oral and written communication skills
4. Excellent knowledge and understanding of best practice in: data protection and information security; equalities, diversity and inclusion; and reducing the environmental impacts of desk-based work
5. A high level of transferable skills, including attention to detail, problem solving, time management, confidentiality and discretion
6. Flexible and proactive with the ability to prioritise effectively and learn quickly
7. Flair and imagination

Desirable characteristics

1. An interest in and knowledge of Scotland's cultural sector
2. An interest in and knowledge of the climate emergency and Scotland's response to this
3. An interest in and knowledge of climate justice as a focus for tackling the climate emergency