

JOB TITLE: ADMIN ASSISTANT

TEMPORARY POSIITION: Warm Spaces Programme. 16 weeks. November 2022 – February 2023

HOURS: 10 HRS PER WEEK

LOCATION: STRATHEARN ARTS, CRIEFF

SALARY: £9.54 per hour

STRATHEARN ARTS

Strathearn Arts (SA) was established as a registered Scottish charity in 2013 to promote and advance the arts, culture and heritage to residents of, and visitors to, the Crieff and Strathearn area. The Board of Trustees, Members and Volunteers work together in partnership to develop and host recreational, educational and cultural activities and encourage the community to participate in and develop activities in pursuit of these aims.

ORGANISATIONAL STRUCTURE

Strathearn Arts is overseen by a Board of Trustees responsible for governance and for ensuring the goals of the charity are being met. Strathearn Arts Director oversees all aspects of the organisation's strategic and operational activities which are delivered by a team of staff supported by our loyal team of volunteers.

OUR WARM PLACES PROGRAMME

Strathearn Arts are delighted to be supporting Strathearn Warm Places. We've pledged 1500 people hours across a mix of free activities, spaces & events between November 2022 & February 2023 - providing members of our community with a warm space and hot refreshments during some of our coldest months.

JOB DESCRIPTION

This role provides crucial admin support for our Warm Places Programme & being able to turn our detailed plans into action. This will involve administering the programme, liaising with local partner organisations, maintaining activity diary/bookings, welcoming/hosting guests & maintaining records throughout the project.

Reporting to and supporting the work of the Finance & Operations Manager, the Admin Assistant will partner with our Community Arts Co-ordinator in delivering this project. The Admin Assistant has a clearly defined set of administrative responsibilities. These will include:

- Understanding the detail of the project activities
- Being the first point of contact with other Warm Places partner organisations
- Administer guest & participant lists, including those submitted by partner organisations
- Maintain the Warm Places calendar
- Set up & preparation for venue hire, meetings etc.
- Meeting & greeting participants
- Participate in events, as appropriate, providing access to refreshments
- Maintaining records of volume of attendees at each event

- Gathering relevant information required throughout the programme to be able to complete the end of project monitoring report

REQUIREMENTS

- Good communication skills face to face and on the phone or email.
- Experience working in a clerical / administrative role performing a range of administrative tasks.
- Highly competent in Microsoft Office (Word, Excel, PowerPoint and Publisher).
- Detailed, disciplined and determined
- Flexible and adaptable; Inclusive and open