



## **Job Description – Administrative Assistant**

### **Job Title: Administrative Assistant**

The Society of St Vincent de Paul Scotland (SSVP Scotland) is an international organisation of Catholic lay people, men, and women, who practice Christianity by helping those in need on a person-to-person basis. Vincentians show this love, compassion and understanding by giving of themselves – their concern, their friendship, their time, their talents – to help people, regardless of creed, colour, gender, or political belief.

The Society co-operates with other organisations, religious and secular, to achieve its aims. It is ecumenical. The Society is concerned not only with relieving need but also with redressing the situations that caused the need in the first place. If need results from injustice, the Society is concerned that justice shall be achieved.

The Society has been Catholic from its origins. It remains an international Catholic voluntary organisation of lay people, men, and women.

The role of the staff at the National Office is to work in collaboration with the SSVP Scotland National Council servicing the governance requirements and priorities of the national charity. The staff team strive to evolve to meet the changing needs of SSVP in Scotland.

### **Purpose of Job:**

To be responsible for supporting all aspects of the servicing of the administrative function of the SSVP Scotland National Office. Working in collaboration with the small staff team, Diocesan Presidents, members, and volunteers.

**Responsible to:** Office Manager

### **Key Terms of Employment**

- Salary will be in the range £12,324 to £13,317 depending on experience.
- Temporary post until March 2023 (with possibility of extension)
- Core 20-hour week (excluding lunch) Flexible over 4 or 5 days.  
Office hours: Mon. – Thurs.: 10.00-4.45 & Fri. 10.00-3.30
- Location in Glasgow National Office, but currently partial office and home working until further notice.
- 25 days paid leave per year plus 10 public holidays.
- Contribution to a workplace pension plan of 3% of gross salary.
- All new employees undergo a six-month probationary period.
- This role involves occasional working outside of core hours, mainly to support SSVP Scotland national events, for which time off in lieu will be given.

### **Key Responsibilities**

- To work collaboratively and in partnership with staff, and the SSVP Scotland National Council.
- To respond efficiently to enquiries via email, mail, telephone or in person.
- To maintain accurate and effective office records.
- To ensure the servicing and maintenance of office equipment, office supplies, postal facilities, and housekeeping requirements.
- To contribute to SSVP Scotland's strategy with innovative ideas.

- To support and take part in SSVP Scotland office team activities and Members' events throughout the year.
- The role requires a strong attention to detail, the ability to manage a complex workload and an enthusiasm for working as part of a team as well as autonomously.
- The above list is not exhaustive and duties relevant to the post may be required from time to time. Variation may also occur to the duties, responsibilities, and place of work at the request of your line manager without changing the general character of the post.

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