



JOB TITLE: SOIRBHEAS ADMISTRATIVE ASSISTANT

Six month temporary contract

Flexible working - 8 hours per week up to 4 days per month

Rate of pay - £8 per hour

The job is based in Glen Urquhart & Strathglass and the applicant will be employed by Soirbheas, with the Soirbheas Community Development Officer as their line manager.

Soirbheas is a community company and registered charity. Currently Soirbheas derives funding from its stake-holding in a locally owned windfarm. The primary purpose of Soirbheas is to utilise this income by ploughing it back into community projects that meet the criteria set by the Board and funders to support a growing, greener and more vibrant community.

The role of the Administrative Assistant is largely to provide support to the Community Development Officer who is responsible for managing the Soirbheas grant programme, developing partnerships and a wide range of projects and activities that help to deliver Soirbheas' objectives, as well as seeking additional funding.

MAIN ROLES AND RESPONSIBILITIES

- 1) Work closely with the Community Development Officer to assist with day to day enquiries, help to raise profile of Soirbheas and Soirbheas projects in the community.
- 2) Assisting with the preparation of board papers for monthly meetings; production of newsletters; and keeping the Soirbheas website up-to-date.
- 3) Maintaining the database of Soirbheas members.
- 4) Supporting the Community Development Officer in the planning, marketing and delivery of events and activities in the community.
- 5) Assist with the administration and monitoring of the grant applications.
- 6) Assist with research and survey work in the community.

SKILLS AND ABILITIES REQUIRED

- 1) High standard of English, good written and verbal communication skills. An interest in rural issues and community development would be an advantage. Knowledge of the local area and good local contacts would be an advantage.
- 2) Have practical skills and be enthusiastic and willing to work with the community.

- 3) Good all round IT skills, including working with all Microsoft Office programs (Excel, Word, Outlook and Access in particular), some experience with website updating, and web based programmes such as survey monkey, mail chimp etc.
- 4) Good communication and people skills.
- 5) Positive attitude, enthusiasm and drive.
- 6) Self-motivating and organised with the ability to work under own initiative.
- 7) The ability to work alone for extended periods.
- 8) Availability to work occasional evenings and weekends (to form part of the contracted hours).
- 9) Ability to work from home, have own transport and willingness to travel within the Soirbheas area.

HOW TO APPLY

Please apply in writing outlining your relevant experience and suitability for the post along with a copy of your CV. Send your application to Carol Masheter at carolmasheter@soirbheas.org by 21st November 2014.

For an informal discussion about the position please contact Carol Masheter on 0751 445 2783.