

JOB VACANCY

ADMINISTRATOR (Part time 20 hours per week)

£20,000 pro rata (£11,428)

Application by CV and covering letter by deadline of 5pm on Friday 26 May 2017

The background

Emotion Works was set up in March 2013 by Claire Murray, an experienced teacher and educational consultant, and creator of the Emotion Works programme. The programme promotes emotional learning and literacy in schools, early years settings and related services. Emotion Works provides training, resources and practice support to teachers and other educators to help them deliver the programme.

Emotion Works has a particular interest and expertise in supporting pupils at risk of poorer outcomes. 'Home grown' in Scotland, there is a strong fit with strategic goals and agendas including *Curriculum for Excellence*, *Getting it Right for Every Child*, and the *Scottish Attainment Challenge*. Our values and goals can also be aligned with policy frameworks further afield.

Our new website provides a comprehensive platform for information, online sales, training programmes and practice support that can be accessed by our members. Emotion Works is set to grow and we are looking for the right person to join the team and work closely with Claire, taking responsibility for all aspects of administration for the organisation.

Please see our website for further information about us: www.emotionworks.org.uk

The role

The Administrator will take responsibility for the smooth day to day running of the Emotion Works office, supporting the founding director, liaising with customers and stakeholders, dealing with finances and assisting with communication, marketing and sales.

The Administrator will be the first point of contact for the organisation, and will be based in our East Edinburgh office 4 hours per day for the 5 day working week. There is scope for flexibility in deciding the timings of the hours.

The post is subject to a 3 month probationary period, and will be permanent, subject to continued funding, thereafter.

Emotion Works CIC, SPACE, Room 22
Craigmillar Social Enterprise and Arts Centre, 11 Harewood Road, Edinburgh, EH16 4NT
0131 659 4742 hello@emotionworks.org.uk

The person

We are looking for applicants who have proven skills and relevant experience in bookkeeping and office administration. Experience with QuickBooks will be an advantage. As much of our business is online, you will need to be confident with a range of software and web-based communication. Familiarity with using Word Press, Eventbrite, Facebook and Twitter is desirable.

We will be looking for well-developed organisational skills, a high level of accuracy and attention to detail, and a friendly approach to customers and stakeholders.

It is essential that you have the confidence and initiative to work with minimum supervision, and to be willing to take on a varied workload, as needed in a small but growing organisation. We are looking for someone to be a positive and integral part of our team.

Terms & Conditions

The salary is paid monthly in arrears and will be £20,000 on a pro-rata basis for the part time hours. The holiday allowance is 25 days plus public holidays also on a pro rata basis for the part time hours. All statutory conditions of employment will be honoured including an auto-enrolment pension scheme from August 2017.

Areas of responsibility

The following is offered as an indication of the duties and responsibilities that the post will involve. The exact nature of these duties and responsibilities may vary. The post holder will be expected to work flexibly and carry out any work that is reasonably required as part of an administration role.

1. Be the first point of contact for the organisation. Deal with telephone, email and online sales and enquiries.
2. Maintain financial records on QuickBooks creating and chasing invoices, dealing with payments and banking, handling any card, cash or cheque payments.
3. Fulfil orders for resources by organising the printing, collation and posting of packs, and allocating online codes to members/users.
4. Maintain a database of contacts, activities and the office diary, working closely to support the scheduling of engagements for the director and team of trainers.
5. Assist with the preparation for various events, conferences and engagements undertaking any other reasonable duties to support the director.
6. Maintain and monitor Emotion Works office procedures including fire safety compliance.
7. Arrange and book travel arrangements and order office supplies as necessary.

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Expectations

The Administrator will be expected to:

- Work as a key member of the team and contribute positively to the growth and development of Emotion Works
- Promote the activities, products and values of Emotion Works
- Be prepared to work independently in the office on their own and to be a keyholder.
- Be prepared to undertake professional development activities and attend training events to build their skills relating to the job
- Undertake all activities in compliance with Emotion Work's policies and procedures, and best practice in office management

Applications

To apply, please email your CV with a covering letter to claire.murray@emotionworks.org.uk in PDF format.

Your covering letter should be no more than two sides of A4 explaining the reasons for your interest in the post and how you meet the specification. Please also tell us where you saw the position advertised.

Your application should reach us no later than 5pm on Friday 26 May 2017

If you need any more information please don't hesitate to get in touch.

We look forward to receiving your application.

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