



Machars Action

Admin Officer Information for applicants



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Separately:

Application form

INTRODUCTION

**Machars Action
26 South Main Street
WIGTOWN
DG8 9EH**

01988 403450

**www.macharsaction.co.uk
info@macharsaction.co.uk**

29th January 2021

Dear Applicant

Vacancy for Admin Officer

Thank you for your interest in this post at Machars Action. Enclosed is an application form together with further information which I hope you will find interesting.

This is a unique chance to work for a long established community-led company that has served the communities of the Machars and the rest of Mid Galloway for over 20 years.

We deliver a wide range of facilities from our base in Wigtown and this post will help the Company respond to challenges and develop still further our ability to deliver excellent services and sound administration.

If you would like more information, then please contact our Manager Mrs Carol Lochrieon 07789040704 and she will be pleased to talk this over with you and answer any questions you may have. Visits to Machars Action are restricted at this time due to Covid..

We look forward to receiving your completed application form together with a covering letter stating why you think you would be suited to the post.

Yours sincerely

Willie McCartney

Willie McCartney
Chairman

Copy of the advertisement and application process



ADMIN OFFICER - (P/T 20 hrs pw) £17,00pa Pro Rata

Machars Action offers support, services and information to local communities, community organisations, local charities and visitors to the area of Mid Galloway from its base in Wigtown. We are now looking to recruit a member of staff to join our team where you will be working with a wide range of organisations and local people on a daily basis and no two days will be the same.

The Admin Officer will support the Manager and help provide members of the public and organisations with the wide range of services offered by the Company.

The Admin Officer post offers an exciting opportunity for an individual who has experience of working in an office environment. You will assist with the implementation and delivery of effective administration support and be responsible for administration of our day to day operations and financial record keeping. In addition to excellent computing skills you must have strong communication, interpersonal and administration skills together with the ability to work under pressure and on your own initiative. Sound knowledge of MS Office is essential and experience of working in a customer facing setting would be desirable.

More information about the roles, including an Application Form, and Job Description can be downloaded from <https://macharsaction.com/news/> or contact us on 07789040704 or info@macharsaction.co.uk . Only applications submitted on our application form can be considered.

Closing Date Application for applications is 5pm on Friday, 19th February 2021.

**Machars Action is a Company Limited by Guarantee No 157035
Scottish Charity No SC029710.**

Recruitment and selection guidance for applicants

INTRODUCTION

Machars Action is committed to providing the best possible service to our community. To achieve this, we aim to ensure that our staff have the standard of skills, knowledge and experience required by the person specification.

We shortlist candidates using the person specification as the basis for decision making. We then use structured interviews in order to obtain the best possible information upon which to base our selection decision. We will ensure that all candidates are treated fairly and have equal opportunity.

SHORTLISTING

When you apply for a job with Machars Action, we send you an application form to complete, together with a job description and person specification.

It is most important that you read this information carefully. The job description will give you further information necessary for you to decide whether you possess the necessary skills and are interested in further pursuing your application. The person specification contains the knowledge, skills and experience required for the job and these are the criteria against which a selection decision will be made.

The shortlisting of candidates is carefully undertaken by assessing the information you provide on the application form against the requirements of the person specification.

COMPLETING THE APPLICATION FORM

It is important that you complete the application form fully and provide clear evidence of your relevant knowledge, skills and experience against those listed in the person specification. A letter of application may be submitted to support your application, but does not replace your full completion of the application form. Please include relevant experience and achievements from any sphere of your life; from managing a home to voluntary work, hobbies and interests, as well as from current or previous employment.

Where written skills are relevant for the post, your application form will be used to assess such skills. Relevant skills may include grammar, spelling, your ability to express yourself clearly and concisely and your ability to organise information.

Please note errors or omissions or falsehood on the application form or supporting information may result in the application not being progressed or if discovered at a later date lead to dismissal.

ABILITY TESTING

We have a range of ability tests that may be used at interviews to help us to determine whether candidates possess the right skills or aptitude for the vacancy under consideration.

INTERVIEWS

Interviews are always conducted by a panel of at least two people.

INTERVIEW RESULTS

All candidates, successful or otherwise, will be informed in writing of the result of the selection process in which they have taken part.

All offer letters are conditional on references as advised regarding your appointment to the Company.

TIMESCALES

Applications must be submitted by the closing date of **Friday, 19 February 2021**.

EQUAL OPPORTUNITIES

The Company is an equal opportunities employer and will welcome applications from suitably qualified candidates regardless of race, religion, gender or disability.

ADDITIONAL INFORMATION

If, after reading this, you have any remaining questions or concerns, please feel free to contact Carol Lochrie, Manager, on 07789040704.

Person Specification

Competencies	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • At least 4 GCSEs at A – C grades including English (or equivalent). 	<ul style="list-style-type: none"> • SVQ Level 3 Business and Administration • Evidence of a commitment to continuing professional development
COMMUNICATION SKILLS	<ul style="list-style-type: none"> • Excellent oral and written communication skills, including an ability to relate to, and communicate to members of the public, other staff and external agencies. • Experience of dealing with the public across a range of circumstances 	<ul style="list-style-type: none"> • Experience in reception duties including telephone answering and dealing face to face with visitors.
IT SKILLS	<ul style="list-style-type: none"> • Experience in Microsoft Office (Word, Excel, Access, Publisher and Outlook). 	<ul style="list-style-type: none"> • Experience of design of posters, fliers, etc • Basic knowledge of website maintenance. • Experience in the use of multi-function photocopier/printer.
FINANCIAL	<ul style="list-style-type: none"> • Financial numeracy to enable the understanding, creation and application of invoicing, organisational budgets and accounts, etc. 	<ul style="list-style-type: none"> • Experience of using manual/computerised accounting/pay systems
KNOWLEDGE	<ul style="list-style-type: none"> • A good knowledge of the local area to enable the provision of tourist information to visitors. 	
OTHER	<ul style="list-style-type: none"> • Evidence of ability to prioritise work, balance competing priorities and achieve positive outcomes. • Evidence of ability to organise and manage resources effectively, and maintain morale, trust and confidence throughout the organisation. • Capable of anticipating problems and showing initiative to resolve them. • Ability to work effectively under pressure. • Personal warmth and friendly responsive approach to staff and members of the public at all levels. 	

Job Description

Job Title:	Admin Officer
Salary:	£17,000 pa Pro Rata Starting salary according to qualifications and experience
Hours:	20 hours per week Monday – Friday
Location:	26 South Main Street, Wigtown
Responsible to:	Machars Action
Reporting to:	Manager

1. Purpose of the job

- 1.1 The Admin Officer will work with the Office Manager providing administrative support to help deliver the project.

2. Key Tasks:

- 2.1. Reception Duties The Admin Officer will be the first point of contact for Machars Action and for tenants of the serviced office accommodation within the Initiative Centre including; Crossroads Care, RSPB Reserves office, and Galloway Acupuncture
- 2.2. The Admin Officer will support the delivery of services offered by Machars Action including:
 - Provision of tourist information to visitors, including keeping the information area up to date and stocked up with leaflets and brochures. This will include contacting local providers.
 - Maintenance of a comprehensive Events Calendar for visitors and locals, accessible through the website, distribution by email and publication of a hard copy leaflet.
 - Provision of photocopying, printing, laminating and digital photo printing facilities.
 - Provision of administration services including word processing and desktop publishing.
 - Processing and administration of wildfowling permits for Wigtown Bay Local Nature Reserve.
 - Taking bookings and arranging access to meeting room and equipment hire.
- 2.3. The Admin Officer will be responsible for cash handling including petty cash and receipt of payments of miscellaneous charges and will administer invoicing system and carry out the general banking duties of the company.
- 2.4. The Admin Officer will deliver basic administrative support including maintaining and updating the website and databases, sending and distributing mail, handling telephone queries, sending letters and emails and ensuring that at all times paper-based and electronic files, records, materials, equipment and stationery are stored

in a safe and methodical way.

- 2.5. To ensure that customer care standards are high at all times.
- 2.6. To be aware of the security of the Community building and staff, this may involve the locking/unlocking and alarming of the building as required.

3. Other

- 3.1. Health and Safety. To take all reasonable care for the Health and Safety of self and others and to carry out all tasks and duties in accordance with the Health and Safety Policy of the Company, reducing risk and contributing to the maintenance of a safe working environment.
- 3.2. Ensure your own understanding of the core business of the Company/Office.
- 3.3. This job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly in addition to the duties specified above the postholder will also be required to undertake any other duties commensurate with the status or responsibilities of the post and as directed by the Manager.

Main Terms and Conditions of Employment

1. Contract

The appointment is permanent for 20 hours per week. The contract is subject to a probationary period of 6 months.

2. Job Description

A job description may be reviewed and amended after consultation with the post holder. The Employee may be required to undertake any other duties which may arise and are reasonably deemed to come within the scope of the post.

3. Remuneration

The salary range for this post will be £17,000pa Pro Rata.
Salary is paid monthly on the last day of each month.

4. Hours of Work

Normal hours of work will be Monday to Friday. 4 hrs per day am or pm as necessary

5. Health, Safety and Security

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
Employees must ensure the security of premises and report any damage or loss of property.

6. Dress Code

The dress code is smart along with smart shoes.

7. Confidentiality

The post-holder must maintain confidentiality about information that the Company holds in accordance with the Data Protection Act 2018.

8. Annual Leave

Annual leave entitlement is 29 days including Bank Holidays.

9. Sickness Scheme

A sickness payment scheme is in operation.

10. Pension

The person appointed will qualify for a Pension Scheme.