



Job Title: Office and Project Support Worker

Introduction Community Enterprise Ltd is one of Scotland's leading social enterprise support providers. We provide business support to third sector groups across Scotland and work with communities to build and sustain projects for the benefit of local people. We are looking for someone to join our busy administration team.

Accountable to: Systems and Administration Manager

Main Duties:

Office Admin support:

- Keeping track of stationery supplies and placing orders.
- Telephone answering
- Liaison with buildings management
- Expense checking
- Making travel and accommodation arrangements for staff
- Office procurement
- IT support: arrangement and liaison
- Financial systems input: invoice logging etc.
- Website and other media updates
- Routine data/information updates (eg checking client records for compliance with Data Protection).
- Assisting with Health & Safety compliance duties
- General office duties

Development Project support

- Simple desk-based research eg. funding sources, contact information, identifying potential case studies.
- Basic demographic research using a variety of online tools (specific training will be provided).
- Survey data input.
- Non-interpretive analysis and collation of survey data, formatting standard survey graphs.
- Proof reading reports and promotional literature.
- Preparation of asset maps (specific training will be provided).
- Event organisation (workshops, public meetings): invitations, monitoring & recording bookings distributing event information, admin support at the event.
- Preparation and distribution of event materials including posters / flyers based on templates (specific training will be provided).
- Technical support for online meetings (eg Zoom / MS Teams meetings)
- Updating of in-house report Library (in collaboration with Development Officers).

- Entering workplans and other project data on project management system.
- Assisting with in-house evaluation processes (eg emailing survey links to clients).
- Typing and collation of public meeting notes.

Communications support:

- Assist clients promoting surveys / and community consultation via Facebook and social media,
- Organisational bulletin – gathering and compiling input from Development Officers / assisting with upkeep of distribution lists.
- Promotion of Community Enterprise through social media and website.

Person Specification

Ideally, we're looking for someone who is:

- Accurate and attentive to detail
- Personable, with a good telephone manner
- Familiar with websites and other online media and able to make straightforward updates as required
- Familiar with MS Office applications, able to format documents.
- Familiar with a wide range of software applications – training will be provided on the specific systems we use.
- Confident with grammar and spelling
- Able to prioritise tasks
- Willing to learn new IT systems and procedures as required.

Hours 20 hours per week to be worked 9am to 1pm Monday - Friday.

Remuneration £10,480 per annum for 20 hours/week (£19,650 per annum FTE)

Location All Community Enterprise staff are currently working from home in accordance with government guidelines but in the long-term this post will be based in our Livingston office.

Contract Duration 12 months