



Glengarry Community Woodlands

Recruitment Pack

Administration Officer Part-time: 21 hours per week

Introduction

Glengarry Community Woodlands is looking to recruit a dynamic, motivated and highly-organised person, who has a passion for community and business development to join the staff team as an Administration Officer. This new role will support the small staff team to deliver existing projects, as well as taking on new areas of work as the organisation prepares its new hospitality business *Glengarry Forest Cabins* to begin trading.

Glengarry Community Woodlands

Glengarry Community Woodlands (GCW) was set up in 2016 after the community purchased a 31hectare forest in Invergarry. Since then the organisation has expanded its role in the community and now operates as a local development trust for Glengarry, working on a range of projects that include: development of affordable housing and woodland crofts for the community, selling firewood, delivering a programme of woodland-based events and clubs, and the development of a community action plan. One of our flagship projects is *Glengarry Forest Cabins*; a new business that will offer tourist accommodation in off-grid cabins that we have built within the forest.

The Administration Officer will be an important addition to the organisation, increasing capacity to the staff team, and providing vital support with the increasing administration workload, and specific tasks to prepare for the opening of *Glengarry Forest Cabins*.

The Candidate

The ideal candidate must be self-motivated, organised, enthusiastic about community development, and be good at working as part of a team. Ideally, they will have worked in similar settings, and have relevant training or experience in office administration and working in the hospitality sector.

How to Apply

To apply, please send a current CV and letter outlining how you demonstrate the required criteria to Tom Cooper at tom@glengarry.org.uk

You can contact Tom at the above email for an informal discussion about the post prior to applying.

Closing date for applications: **5pm Friday 6th September**

Interviews to be held during week beginning **Monday 23rd September**



Job Description

Administration Officer

Job Title: Administration Officer

Salary: £14,400 (£24,000 FTE)

Hours: 21 (may increase as the role develops)

Base: The Old Forestry Depot, Invergarry PH35 4HG

Reporting to: The Development Manager

The Role

The Administration Officer will be responsible for supporting the staff team with day to day administrative duties in the office. The role will also involve helping to manage the organisation's communications with the community and with people who directly engage with our projects, maintaining a firewood ordering & invoicing system, some bookkeeping duties, reporting to funders, and website maintenance & updates. An important part of the role will be helping to prepare *Glengarry Forest Cabins* to begin trading, and this will require working with third parties to develop promotional and marketing materials, establishing a booking system, and general support in preparing the cabins to be occupied by guests.

The responsibilities

The main responsibilities of the role will include the following:

- Write and circulate newsletters to the membership and wider community
- Maintain organisation social media output
- Prepare and issue press releases
- Prepare and issue posters and flyers advertising events
- Attend meetings and take minutes
- Update and maintain the organisation's website, and support the development of a new website for *Glengarry Forest Cabins*
- Manage a firewood ordering and invoicing system
- Maintain the GCW membership database, & manage membership applications
- Help to ensure that the policies and procedures for GCW are reviewed regularly and kept up to date
- Report to funders
- Manage office supplies and office utility contracts
- File documents and maintain records in good order, develop and sustain new office systems for holding and accessing documents
- Support with development of guest booking system
- Research new site infrastructure (burglar and fire alarm systems, visitor management systems etc.)
- Assist with organising of events, public meetings and consultation events
- Any other duties as required by the line manager which are relevant to the role as it develops



The Terms

The successful candidate will be employed for 21 hours per week and will be based in the office at the community woodland depot in Invergarry. Flexible working arrangements and some home-working may be negotiated by arrangement. The initial contract will be for 3 years (subject to successful 6-month probationary period). Extension of the contract beyond 3 years is intended but will be subject to funding. The post carries 33 days annual leave entitlement (inclusive of public holidays) which will be calculated on a pro-rata basis. A generous employer pension contribution will be offered.

Essential experience, skills and attributes

- The ability to produce high-quality written work
- Demonstrable experience of and competence in using MS Office
- Experience using social media in a work context
- The successful candidate will be able to demonstrate a highly-organised approach to managing their own workload, and be able to identify and devise new systems that support the organisation as it grows

Desirable experience

- Website management & development
- Experience of working in hospitality, particularly guest-accommodation
- Knowledge / experience of working in the community sector.