



Administration Assistant

TYKES Young Carers

Location: Golspie, KW10 6RN

Job Title:	Administration Assistant
Location:	TYKES Office, Golspie
Reporting to:	Project Manager
Hours:	28 hours per week (0.8FTE) to be worked between Monday - Friday 9am - 5pm
Holidays:	We offer a holiday leave allowance above statutory minimum, plus Christmas and New Year off
Salary:	£22,659 to £23,314 FTE
Contract:	Permanent

We are looking for a reliable, detailed-oriented and organised person to provide a range of business support services across our organisation. TYKES is a registered charity which provides respite care and support for Young Carers aged 5-25 across Sutherland.

PRINCIPAL DUTIES OF THE POST

- Information management, including storage and retrieval of documents in accordance with policies, and management of information required by services to support service specific processes.
- Personnel and payroll administration including training, leave and all types of absence.
- Facilities management, including controlling use of meeting rooms and other facilities.
- Client contact including dealing with visitors
- Service specific business support processes.
- To act on their own initiative with a minimum of supervision.
- To assist in the training/coaching of new members of staff as required.
- To monitor and update the organisation's social media channels regularly
- Organising and minuting meetings

FINANCIAL

- Financial transactions including purchasing goods and services, paying for goods and services, raising invoices
- Tracking transactions and inputting invoices in Quickbooks

LEGISLATIVE/COMPLIANCE

To ensure you comply with all statutory and legal obligations including Health and Safety at Work.

- To support the organisation to comply with the relevant Policies and Regulations, including personnel, financial regulations and information management.
- To be vigilant on all safety matters and notify your line manager of any potential non-compliance of regulations or any hazardous situation which may occur
- Requires PVG Scheme membership

Person specification - Knowledge, skills, qualifications and competencies

- Ability to work as part of a team
- Able to work under own supervision
- Flexible and adaptable, able to positively respond to unexpected challenges in rapidly changing environments
- Problem solver

Essential	Desirable
Experience of working in a similar role and environment	Experience of using Quickbooks or similar
Excellent time management and organisational skills	Experience of working within the charity sector
Excellent computer skills, particularly use of Microsoft 365, Google or similar	SVQ in Business Administration
Experience of using social media in a business context	
Good written and verbal communication skills	
Ability to work to targets and deadlines	
Good basic and general education	