



Newcastleton & District Community Trust
 Buccleuch House, 4 South Hermitage Street, Newcastleton, TD9 0QR

Job Title:	Admin Officer	Location:	Buccleuch House Newcastleton
Level/Salary Range:	£22.5-£25k pro rata	Position Type:	F/T 18-month post

Job Description:

What is the overall purpose of the role?
 To ensure the smooth running of the Newcastleton & District Community Trust office and Buccleuch House on a day-to-day basis. Reporting to the Development officer, who will oversee training and induction. Buccleuch House is home to Newcastleton’s Community hub providing outreach and services sustained by its 14-bed bunkhouse and commercial laundry. Working with the Finance Admin Offer to administratively support Trustees to plan and manage a variety of joined up projects within the larger community development plan.

Key activities and responsibilities

- Support the Trustees to deliver the community development plan
- Provide ‘Front of House’ support at Buccleuch House
- Organise meetings, events, and hospitality
- Oversee social media and other marketing platforms
- Create staff rotas, manage holiday cover etc.
- Manage databases in accordance with GDPR
- Organise/manage correspondence, ensuring follow-up from relevant member of staff or trustee.
- Prepare letters, presentations, and reports
- Ensure health and safety policies are up to date, stay informed on legislation, local and national issues, and best practice in relation to NDCT’s work
- Oversee PVG membership and paperwork
- Ensure procedures are followed across the organisation and that the safeguarding of people is paramount
- Attend meetings with management, staff, and trustees.
- Carry out relevant research and create reports
- Carry out all duties in accordance with NDCT policies on Health and Safety, Confidentiality, Child Protection and Data Protection, and within relevant legislation.
- Carry out other duties commensurate with the role, as may be deemed reasonable by N&DCT, including covering other duties if such a need arises; covering when the Finance Admin Officer is on leave. Willing to work flexibly with the staff team when needs arise.

Person Specification You are:

- Positive and self-motivated, able to work both independently and as part of a team
- Flexible and adaptable (we will develop as we learn)
- Able to learn new processes quickly and manage online software programs with confidence (training will be provided for relevant areas)
- Resilient and calm under pressure
- Positive about embracing challenge and change, open to new ideas, reflective practice and working with other others in a spirit of partnership
- A believer in strongly supportive environments, sharing and being open with colleagues.
- Sincere, reliable, trustworthy, and discreet

- Approachable and welcoming
- Respectful and articulate
- Well-organised, practical, and logical

You have:

- Previous office-based, secretarial, or customer-facing work experience
- Excellent communication skills with the ability and confidence to establish positive relationships
- Excellent organisational and administrative skills
- Proficiency and knowledge of software packages such as Microsoft Office, Teams, Zoom etc
- Strong literacy skills with the ability to write reports and evaluations
- Strong attention to detail and desire for excellence
- Excellent time-management skills to prioritise effectively and multi-task
- Initiative, problem solving skills, and a 'can do' attitude
- Experience of working in small communities and Third Sector organisations.
- (desirable) Formal training in a relevant area

You can:

- Communicate well and build rapport easily
- Operate within professional boundaries when developing and maintaining relationships with people
- Engage in learning and development activity to increase knowledge and skills

About Newcastleton and District Community Trust

NEWCASTLETON is a small remote rural community of 762 people, we refer to ourselves as a landlocked island, often cut off from neighbours due to power cuts, road closures or weather events. As a result, we are a tough, resilient tight-knit community who work collaboratively to get things done.

Newcastleton & District Community Trust was formed in 2015. It is a membership organisation open to all aged 16+ within catchment of Newcastleton and Upper Liddesdale & Hermitage. A geographic region of 1,200 square miles. Priorities are set by local people for the benefit of the whole community and all our projects are based on sustainable outcomes. Principles of dignity, fairness and respect are built into all aspects of our engagement process and service delivery. We are a Charity and a Ltd Company.

We aim to:

- Regenerate of the community by the maintenance or improvement of the physical, social, and economic infrastructure
- Assist people who are at a disadvantage because of their social and economic circumstances through the provision of localised services and support
- Provide leadership within the community, developing initiatives that make us fit for the future
- Advance educational and recreational opportunities by developing strategic community spaces and facilitating development programmes and activities

Find out more about the Trust, and relevant projects, including Buccleuch House, here:

<https://livenewcastleton.com/regeneration/>

To apply for this post please forward your CV and summary of relevant experience no longer than a page of A4 to secretary@newcastletoncommunitytrust.co.uk, noon Friday 28th July 2023

Interviews, ideally in person, will be held w/c July 31st