



## Self Employed Administrator

August 2019

Location: Home-based / Edinburgh

The Scottish Outdoor Access Network (SOAN) is looking for an administrator to provide a range of administrative support functions for our small, friendly and dedicated team. This is an appealing opportunity to support the ongoing success of the volunteer-led Scottish Outdoor Access Network.

### About the Scottish Outdoor Access Network

SOAN works to support professionals working in the outdoor access and active travel sectors. The SOAN committee is comprised of volunteers from a range of public and third sector partner organisations who support the sector by delivering training and networking opportunities, and providing information through our website and social media.

### About this role

The Administrator will support SOAN's activities by providing administrative services on an ongoing basis, contributing to a well-coordinated and efficient organisation.

We welcome applications from people from a range of backgrounds who meet the criteria outlined below and with the following conditions:

- Commit to a minimum of 100 (maximum of 200) hours per year,
- Be flexible to accommodate increased work commitment around events (typically 2 main events per year),
- Have access to personal office equipment to work with colleagues via a range of electronic platforms.

The self-employed rate of pay is £15 per hour which includes allowance for office overheads.

Whilst the role is largely home-based working, there is a requirement to travel to daytime meetings and events. These are normally within the central belt of Scotland, with meetings primarily held in Edinburgh. All pre-agreed, work-related travel and exceptional admin costs are reimbursed.

The role is a 2-year initial contract and will be assessed dependant on funding thereafter.



## Job Description

The role is to support the committee, which may include any of the following jobs and any other duties requested that fall into a SOAN admin responsibility.

### General duties, including:

- Management of membership list
- Website content management
- Email account management
- General member comms/ letters and emails
- Supporting the treasurer
- Supporting general committee work

### Event administration, including:

- Promotion
- Venue communication
- Attendee and speaker communication
- On-the-day assistance
- Invoicing



## Who we are looking for?

### Essential criteria (including experience in a voluntary or professional context)

- Experience of organising meetings.
- Experience of co-ordinating events.
- Numeracy skills and awareness of basic accounting procedures.
- Computer literate, including knowledge of Microsoft Office (Word, Excel, Powerpoint).
- Good written and oral communications skills.
- Well organised and capable of taking forward instructions with minimum supervision.

### Desirable criteria (in a voluntary or professional context)

- Experience using communication tools / platforms.
- Understanding of GDPR.
- Experience of managing website content.
- Experience of working or volunteering with a membership organisation.
- Interest in the work of SOAN.

## How to apply

If you are interested in applying for this post, please send your CV with a covering letter of no more than 2 pages which outlines how you meet the essential and desirable criteria outlined above and provides contact details for 2 references, to [info@soan.org.uk](mailto:info@soan.org.uk).

If you would like an informal chat about this post prior to submitting an application, please email [info@soan.org.uk](mailto:info@soan.org.uk) and a member of the committee will contact you.

The closing date for applications is 6pm on Sunday 29<sup>th</sup> September. We anticipate holding interviews in Edinburgh or Glasgow on Tuesday 8<sup>th</sup> October.