



## Self Employed Administrator

### Location: Home-based

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 volunteer team.

### About the Scottish Outdoor Access Network

SOAN supports professionals working in the Scottish outdoor access and active travel sectors. The SOAN committee comprises 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 any background who meet the criteria outlined below and are able to do the following:

- Commit to a minimum of 100 (maximum of 200) hours per year;
- Be flexible to accommodate an increased work commitment around events (typically 2 main events per year and a number of smaller events, online or in-person);
- Have access to personal office and IT equipment to work with colleagues via a range of electronic platforms.

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

Whilst the role is largely home-based, there is a requirement to travel to some daytime meetings and events. In recent times and in common with other organisations meetings and events have been held virtually. Once it is possible, in-person events will return, but it is likely that some events, both committee meetings and training events, will continue to be held online. In-person meetings and events will generally be held within the central belt of Scotland, with SOAN committee meetings primarily held in Edinburgh.

All pre-agreed, work-related travel and exceptional admin costs are reimbursed.

The post-holder will be supported and managed by the Committee's office bearers (the Co-Convenors, Treasurer and Honorary Secretary) who will make themselves available for communication with the post-holder by phone and email. An annual review will be arranged to enable the post-holder and office bearers to discuss progress and raise any issues.

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 tasks and any other duties commensurate with the role of Administrator.

### General duties, including:

- Management of membership records
- Website content management (our current CMS is WordPress)
- Document management and storage (online through Google and physical)
- Email account management
- General member communications including letters and emails
- Supporting the treasurer
- Supporting general committee work

### Event administration, including:

- All types of event promotion
- Venue booking and organisation
- Managing event bookings
- Attendee and speaker communication
- On-the-day assistance (registration, event management and helping to ensure the smooth running of the event etc)
- Invoicing attendees as necessary

## Who we are looking for?

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

- Experience of organising meetings, both in-person and online.
- Experience of co-ordinating events, both in-person and online.
- Numeracy skills and awareness of basic accounting procedures.
- Computer literate, including competence in use 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 of using different communication tools including online platforms.
- A good understanding of GDPR.
- Experience of managing website content
- Experience of working or volunteering with a membership organisation including managing membership records, member communications and AGM organisation.
- Interest in outdoor access or active travel and 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 two A4 pages which outlines how you meet the essential and desirable criteria outlined above and provides contact details for two references, to [info@soan.org.uk](mailto:info@soan.org.uk). Please mark your email 'SOAN Administrator Application'.

If you would like an informal chat about this post prior to applying, 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 Friday 26th November**. We anticipate holding interviews by Zoom in mid-December.