**WEST CALDER AND HARBURN COMMUNITY DEVELOPMENT TRUST**

**Job Title:** Finance and Administration Officer

**The role:** To support the Trust Manager, Board and Team Leads in financial management and administration of both the organisation as a whole and of specific projects.

**Accountable to:** Trust Manager (TM) **-** West Calder and Harburn Community Development Trust Board

**Employed by:** West Calder and Harburn Community Development Trust

**Salary :** £26k pa pro rata

**Pension:** The Trust will operate a Stakeholder pension scheme applicable to the employment which the successful applicant may be eligible to join.

**Hours:** 0.6 (3 days) or 0.8 (4 days) FTE (depending on candidate)

**Holiday:** 25 days plus 8 Public Holidays pro-rata

**Location:** The primary base will be the Trust’s premises at the Community Centre in West Calder although working from partners premises or from home may be required.

**Employment:** The post is initially for a fixed term of 12 months, from appointment

**About the Trust**

TheWest Calder & Harburn Community Development Trust (CDT) was formed in 2013 by a group of local residents for the benefit of the community of West Calder and Harburn. Our objectives are to:

* Advance citizenship and/or community development (including the promotion of civic responsibility and the promotion of the voluntary sector).
* Provide for the Community recreational facilities, or organise recreational activities, with the aim of improving conditions of life for the members of the Community.
* Advance environmental protection and improvement in the Community through the provision, maintenance and/or improvement of public open space and other public amenities and other environmental
* Advance the regeneration of West Calder and Harburn
* To advance heritage and/or preserve, for the benefit of the general public, the historical, architectural and constructional heritage that may exist in and around the Community

**Our aim is to:**

* Plan and implement selected projects which we believe will bring benefit to the community
* Support the efforts of groups and individuals to bring about community improvement
* Build partnerships with agencies able to access resources to intervene in community development.
* To promote and support individual and community wellbeing and positive mental health
* To work with partners or to directly provide services to support the above

**Our Projects and Activities**

The Trust is (and has been) involved in a wide range of activities from building skateparks and improving the village centre to running events and wellbeing projects. We currently employ 9 people but are recruiting this role and plan others in the near future. A few of the key initiatives that we currently run and which this role will support are:

***The Brunch Club Community Café***

We have run this in West Calder Community Hub (in partnership with another local organisation) for over three years now. During the pandemic it became a relatively large-scale provider of ready-meals to vulnerable people across West Lothian. It is run by a team of three with volunteers and led by a Café Manager.

***The Community Woods and Garden***

We work in partnership with another local organisation to deliver activities and development here which takes the form of a growing project, events, plant sales, a community workshop and wellbeing support activities. It is run by a team of three or four and is led by a Manager.

***Community Events and Communications***

We have run a series of community events for many years including regular – and well attended - Fireworks and Christmas events, supporting Remembrance Sunday, markets, wellbeing events and one-off heritage festivals and exhibitions. These are led by a team member who works closely with all other teams.

***Good Connections Wellbeing Support***

This is a local wellbeing support project based on social prescription model. A Link Worker offers one-to-one support to people needing tailored support to access activities and services that positively impact their wellbeing. We also provide activities and services to fill gaps in provision. For example, a walking group, an art therapy group, a peer support group, a wellbeing library and a subsidised counselling service. The Link Worker leads in managing this and works across all other areas.

***Large Development Project***

The Trust has been developing a project to renovate a large derelict local building to provide a number of activities and facilities to deliver on community aims. These include a hands-on heritage attraction with national relevance, a bistro and café, exhibition and activity space and integrated support spaces for support for people with Additional Support Needs and Austism Spectrum Disorder. This is a “next-level” project for The Trust, and we have just secured funding to develop plans in more detail. A new Project Team is being created which will be supported by this new role and certain of other Team Leads.

**The Role in more detail.**

***Finance***

***NB: this is a financial administration role. Ultimate responsibility lies with the Treasurer & TM.***

* To keep our bookkeeping up to date by uploading csv files to our online system (with support from the TM).
* Working with both TM, Treasurer and Project Leads To help prepare and monitor budgets (organisational and project focussed).
* To support TM in preparing financial reports for board, funders and stakeholders.
* To support the TM and Project Leads in completing funding applications by helping provide necessary information and documents.
* To work with the TM, Treasurer and accountant to produce annual reports
* To process invoices (in and out) and arrange payments
* To manage financial records and filing systems
* Collate and check payroll information for accountants on a monthly basis
* To support the TM and Treasurer in a move to VAT registration if required
* To help administer any bank changes or updates

***HR***

***NB: this is an HR administration role. The Trust has professional HR support and ultimate responsibility for HR matters lies with the Chair and TM.***

* To support the TM and Team Leaders on HR administration including:
* Keeping the online portal up to date
* General HR correspondence: including letters for promotions, flexible working etc.
* Keeping policies and procedures up to date
* Monitoring holidays, absence and lieu time
* Administering recruitment processes

***General Administration***

* To monitor that regular payment contracts are offering best value, to manage contracts (printing, IT, communications, insurance etc), procurement and switchovers
* To provide procurement and admin support to TM and Team Leaders
* Support TM and Social Media Officer in organising bulk messaging and emails
* Upkeep of communications databases
* Support Social Media Officer in website management
* To ensure the office runs smoothly

***Governance Administration***

* Arranging board meetings including AGM (with support)
* Attending board and critical meetings and taking notes/producing minutes
* To support TM and Team Leads in producing necessary reports
* To keep governance records and reporting up to date (OSCR, Companies House)
* Upkeep of members database

The successful applicant will have good and evidenced organisational and financial management skills. They will be able to work as part of a supportive part of a small and flexible team and be able to show a commitment to, and good understanding of the aims and values of the Trust.

**PERSONAL SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Category** | **Essential Criteria** | **Desirable Criteria** |
| **Experience** | *Bookkeeping and financial records management*  *Use of online accounting systems (Liberty, Xero etc)*  *Creating and monitoring budgets*  *Producing financial reports*  *Understanding and helping produce annual reports*  *Experience in administering HR systems*  *Experience in Governance and board administration* | *Experience and understanding of a Development Trust’s aims.*  *Experience of the Third Sector and how it operates.*  *Experience in monitoring, evaluating and reporting on projects.*  *Project Management Experience*  *Experience in developing funding applications*  *Running an office* |
| **Skills, Abilities & Attributes** | *Ability to work as a member of a team and to work with a wide range of other projects.*  *Self -motivated with organisational and time management skills, and with the ability to set and achieve realistic targets and to manage own workload.*  *Ability to work under pressure and meet deadlines*  *Good IT, numeracy and computer skills.*  *Ability to produce work/documents of a consistently high standard*  *Ability to problem solve and to use initiative and to innovate as part of problem solving.*  *Being personable and flexible.* |  |
| **Qualifications and Knowledge** | *Use databases and working knowledge of Data Protection and GDPR compliance.*  *Understanding and knowledge of IT and communications systems*  *Good experience in using Excel to create budgets, reports and data bases*  *Understanding the administrative needs of a small organisation* | *HR qualifications*  *Digital media experience including web-site management and social media*  *An understanding of Microsoft 365* |
| **Other Requirements** | *Post may require some out of hours working for which time in lieu will be available* |  |

This Job Description and the duties may vary from time to time at the discretion of the Board to satisfy the needs of the organisation.