



Job description: **Administrative Assistant**

Location	Office based Glasgow (city centre).
Accountable to	Scottish Recovery Network Manager
Conditions*	<ol style="list-style-type: none"> 1. Full time (36.25 hours per week). 2. Evening and weekend working may be required and possibly some travel throughout Scotland. 3. Four weeks annual leave (full time) plus 11 public holidays and 2 floating days per annum. 4. Contributory money purchase pension scheme available.
Salary	£15,626 to £17,005 (Points 15 - 19 on Penumbra pay scales)
Purpose of the job	To provide administrative support to the Scottish Recovery Network.
Key tasks	<ol style="list-style-type: none"> 1. Participate in shared office tasks (e.g. answering phones and mail distribution). 2. Contribute to the organisation of events, workshops and training as required. 3. Assist with SRN email and postal updates. 4. Assist in the management and maintenance of the website. 5. Assist with managing SRN finances. 6. Assist with the up to date maintenance of computerised and paper records (e.g. mailing list). 7. General secretarial and administrative support including word processing, photocopying, and filing. 8. Distribute materials as requested. 9. Order and maintain stationery supplies. 10. To work with external contractors and suppliers as required. 11. Assist with computer support (e.g. data backup). 12. Undertake such other duties as may be required by your line manager.
Line management and other responsibilities	There are no line management responsibilities.

* SRN is not a legally constituted organisation with staff employed by the voluntary sector agency Penumbra. SRN therefore comply with Penumbra's policies and procedures and financial management systems and staff are subject to their terms and conditions.





Person specification:
Administrative Assistant

Education and qualifications	Essential	<ul style="list-style-type: none"> ▪ Good secondary level education.
Experience and training	Essential	<ul style="list-style-type: none"> ▪ Working as a member of a team.
	Desirable	<ul style="list-style-type: none"> ▪ Experience of working in a social care or health organisation. ▪ Experience of working in an office environment.
Personal skills and attributes	Essential	<ul style="list-style-type: none"> ▪ Familiar with IT. ▪ Good keyboard skills. ▪ Experience using desktop publishing applications. ▪ Good communication skills. ▪ Able to get on well with people from a range of backgrounds by exercising tact and diplomacy. ▪ Ability to prioritise work. ▪ Commitment to and understanding of Equal Opportunities.
	Desirable	<ul style="list-style-type: none"> ▪ Experience using a range of software packages including, presentation packages. ▪ Experience of managing databases. ▪ Lived experience of mental health problems and recovery is seen as an asset.
Other	Essential	<ul style="list-style-type: none"> ▪ Good knowledge of mental health issues and an understanding of the recovery process. ▪ Prepared to travel throughout Scotland.