



Business Support Officer Job Description

Together – Scottish Alliance for Children's Rights

Hours: 0.4 FTE (14 hours/week)

Salary: £24,698 (pro-rata)

Location: Together, Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ

Duration: The post is time limited to the end of March 2020 with the possibility of extension.

Responsible to: Director

Purpose:

The Business Support Officer will contribute to Together (Scottish Alliance for Children's Rights)'s mission to inspire and enable everyone in Scotland to put children and young people's human rights at the heart of everything they do in line with the Strategic Plan. Working with the Director, the post is responsible for the oversight of all the necessary financial, IT, people and office management support functions needed to ensure the efficient operation of the organisation. Throughout the role, the post-holder will be expected to involve Together's membership – including children and young people – whenever possible and appropriate.

Main Duties and Responsibilities:

Finance

- Ensure up to date accurate financial information is available to the Director and Trustees in line with agreed Financial Procedures.
- Process invoices and expenses claims for authorisation and payment, checking for accuracy, allocating codes, and for recording/documentation. Issue receipts for all income received.
- Maintain the petty cash system, checking and coding transactions and preparing period end documentation and reconciliation.
- Prepare the quarterly and annual budget reports and information for Together's annual report.
- Put together financial information for funding applications.

IT and records

- Liaise with IT support providers to ensure smooth running of IT hardware and software systems.
- Develop and maintain Together's membership system and contacts database and co-ordinate mailings to members, including membership reminders.
- Ensure the daily, weekly and monthly routines in backing up the electronic filing system.
- Oversee the gathering of information to support funding reports and evaluations.

Executive Support to the Board of Trustees

- Prepare papers for Board and Subgroup meetings in liaison with the Director and Board members as appropriate.
- Support the Board as it reviews policies and procedures in line with good governance.
- Book meeting rooms and teleconference facilities for Board and Subgroup meetings.
- Prepare and disseminate minutes for Board and Subgroup meetings.

Human resources

- Provide the day to day administration of human resources.

Office

- Ensure a safe and effective working environment.
- Monitor stocks and order resources including IT equipment, stationery etc.
- Maintain an efficient system for the booking/use of meeting rooms and arrangement and notification of meetings as appropriate. Order catering for events and meetings when needed.
- Make travel and accommodation bookings for staff, interns and Trustees when appropriate.
- Provide corporate services administration such as renewing IT licenses and insurance policies.

Other

- Contribute to the general administration, well running and development of Together.
- Carry out other duties consistent with the job purpose as required.
- Support with developing and reporting on funding proposals as required.
- Provide support to interns and volunteers.
- Contribute to regular team meetings.

Person Specification:

Knowledge including necessary qualifications:

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| Essential | <ul style="list-style-type: none">• Educated to degree level or equivalent experience.• Demonstrated ability to set up and maintain financial procedures i.e. budget monitoring and processing invoices.• Strong IT skills, especially Excel and Quickbooks or similar financial recordkeeping software.• Ability and enthusiasm to work creatively and independently with an appropriate amount of supervision. |
| Desirable | <ul style="list-style-type: none">• An understanding of children's human rights. |

Experience

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| Essential | <ul style="list-style-type: none">• Experience of administrative planning and co-ordination.• Experience of business support functions, including finance, HR and office management.• Experience of using a wide range of software packages.• Experience of supporting IT networks using Dropbox and Office 365 or similar network software. |
| Desirable | <ul style="list-style-type: none">• Experience of working with and supporting children and young people.• Experience of working in the NGO sector.• Experience in oversight of office.• Experience of supporting the development of funding applications. |

Summary terms and conditions of employment:

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| Salary: | £24,698 (pro-rata) |
| Working week: | 14 hours/week (0.4 FTE) with 1 hour unpaid for lunch. Some flexibility will be required. |
| Annual leave: | 13.6 days annual leave, including public holidays (FTE 25 days annual leave plus 9 public holidays). |
| Place of Work: | Central Edinburgh. Some travel may be required. |
| Pension: | 6% NEST contribution |
| Probation period: | The post is subject to a 3 month probationary period. Following successful completion of the probationary period the notice period will be 1 month. |
| Sick pay: | Employees are entitled to 1 month's full pay and 1 month's half pay within any 12 month period. In the first year of employment, this entitlement is pro rata to their length of service. |

Together is a member of the Bike to Work Scheme

Background Information:

Together is an alliance of Scottish children's charities that works towards all children in Scotland being able to enjoy their rights according to the UN Convention on the Rights of the Child (UNCRC) and other human rights treaties. This is achieved by improving the awareness, understanding and implementation of the children's rights through:

- Ensuring our members are involved, consulted and influence our work to progress children's rights.
- Progressing the implementation of children's rights at a local and national level through the provision of support, expertise and robust scrutiny.
- Being recognised by our membership and decision-makers as the informed voice that advocates for children's rights in Scotland.
- Being recognised as an authoritative and respected voice and commentator on the state of children's rights in Scotland.

Our growing membership is made up of a range of non-governmental organisations (NGOs), from small local playgroups through to large international charities, alongside individuals, academics and professionals with an interest in children's rights.