Govanhill Baths Community Trust

Job Description and Person Specification
Trust Administrator

Hours: 22.5 hours per week (3 days, based on a 37.5-hour work week)
Days: Tuesday, Wednesday, and Thursday
Salary: £16,136.29 (full-time equivalent £26,893.82)
Benefits: 4% pension contribution
Contract Type: Fixed-term, from 1st January 2025 to 31st March 2026
(Note: The post is funding-dependent but is expected to continue beyond this date)

Location: Govanhill Baths Community Trust (GBCT) Main Office, 126 Calder Street

Job Purpose:
The Trust Administrator will provide essential administrative and clerical support for GBCT, assisting the CEO and staff with daily office needs and ensuring the smooth functioning of general administrative activities.

Key Responsibilities:

- Support the Trust's administration requirements.
- Provide administrative assistance to the Board.
- Minute Board meetings (first Tuesday evening of each month; time off in lieu).
- Manage incoming calls, direct inquiries, and provide frontline support.
- Organise and schedule appointments and room bookings.
- Draft, distribute, and manage emails, memos, letters, and responses to website/social media inquiries.
- Assist in the preparation of regular reports.
- Maintain an effective filing system for both digital and physical documents.
- Update office policies and procedures as required.
- Manage contact lists and order office supplies.
- Provide basic bookkeeping support to the Finance Manager, including submitting and reconciling expense, cash handling and finance reports.
- Serve as a liaison between internal staff and external clients.
- Support online purchases and dispatches.
- Undertake any additional tasks as required by the role.

Person Specification

Essential:

- Proven experience as an Administration Officer or in a similar role.
- Proficient in office management systems and procedures.
- Familiarity with office equipment (e.g. printers).
- Strong MS Office skills, particularly in Excel and PowerPoint.
- Proficient with Google Workspace (GSuite).
- Excellent time management and organisational abilities.
- Keen attention to detail, with strong problem-solving skills.
- Clear and effective written and verbal communication skills.
- Ability to prioritise tasks and manage multiple responsibilities.

Desirable:

- Familiarity with the roles of various statutory and voluntary organisations, particularly within the Southside of Glasgow.
- Experience working within diverse communities.
- Proficiency in a local community language other than English.