



Wellbeing-Empowerment-Employment  
Integrating Ethnic Minority Women in Scotland

## Saheliya Senior Administrator

|                  |   |
|------------------|---|
| <b>Job Title</b> | Saheliya Senior Administrator (* Female)  |
| <b>Location</b>  | 125 McDonald Road, Edinburgh, EH7 4NW   |
| <b>Salary</b>    | £19, 000 - £21,600 Pro Rata - depending on experience   |
| <b>Hours</b>     | 25 hours per week Monday to Friday, Until 31 <sup>st</sup> March 2021.<br>Contract could be extended depending on funding |

### Organisation

Saheliya is a specialist mental health and well-being support organisation for black, minority ethnic, asylum seeker, refugee and migrant women and girls (12+) in the Edinburgh and Glasgow area.

### Purpose of the Job

To provide effective reception and administration support to Saheliya's office in Edinburgh. To ensure the smooth running of the office by maintaining and developing administrative systems, overseeing the premises, and line-managing reception and clerical staff and volunteers.

This post has confirmed funding until 31<sup>st</sup> March 2021. Continuation is dependent on funding.

### Main Duties

- Maintain, improve, and develop organisational administrative systems to ensure efficient running of the organisation.
- Manage premises including best practise health and safety, fire safety, maintenance and repair.
- Ensure all PCs and laptops are updated with the relevant software, anti-virus etc.
- Manage and maintain office filing systems
- Produce and up-date publicity
- Regular updating of the website
- Generate reports from the database
- Provide admin support to Finance and HR Managers
- Take minutes at staff meetings
- Ensure that reception of service users and visitors is effective and appropriate
- Ensure incoming phone calls and referrals are appropriately directed
- Ensure that in-coming mail is received, sorted, and outgoing mail is posted punctually

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: [info@saheliya.co.uk](mailto:info@saheliya.co.uk); Glasgow: [admin.glasgow@saheliya.co.uk](mailto:admin.glasgow@saheliya.co.uk) ; Website: [www.saheliya.co.uk](http://www.saheliya.co.uk)

Saheliya is a registered company (SC209861), recognised as a charity (SC020069)



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- Order and manage office stationery and supplies
- Regularly check suppliers and maintenance contracts such as electricity, photocopier, telephone and stationery etc are updated, competitive and economical
- Undertaking PVG registration checks for staff and volunteers and ensuring they are timeously updated
- Maintain and update administrative database
- General organisational admin duties including writing letters and photocopying
- Line-manage and support volunteers to provide additional support for the reception and phones.
- Line- manage and support the Admin Assistant and house-keeper
- Liaise with other members of staff to maintain and develop ongoing effective office systems
- Uphold and promote Saheliya's ethos to support the empowerment of BAME women.
- Maintain high levels of confidentiality in all areas of work
- Carry out other appropriate duties that further the aims of Saheliya

## PERSON SPECIFICATION

### Essential requirements:

- \*Female
- Robust organisational skills
- Minimum 2 years of finance experience
- Experience of maintaining and developing a broad range of administrative systems
- Ability to work efficiently and prioritise tasks
- Ability to work under pressure and meet deadlines
- Integrity and reliability
- Excellent written and spoken communication skills
- Experience in Microsoft office including word, excel and database
- Experience of website management and social media (facebook, twitter)
- Experience of providing line-management or staff support
- Fluent spoken and written English
- Present a high degree of professional and personal integrity
- Commitment to equal opportunities and human rights
- Ability to maintain high levels of confidentiality
- Ability to work on own initiative and as part of a team
- Willingness to take part in continuing professional development opportunities

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**Desirable requirements:**

- Experience of supporting and supervising volunteers
- Experience of administrative duties in a voluntary sector setting
- Knowledge of OSCR and the regulations and legal framework
- Experience of working in a mental well-being or therapeutic setting.
- Experience of working with vulnerable people
- Line-management experience
- An understanding of the voluntary and public sectors within Scotland
- An understanding of the policy context Saheliya works within

**Deadline for Applications:** Tuesday 21<sup>st</sup> September 2020 (10am)  
**Interview date:** TBC

**Please email completed applications to:**  
[info@saheliya.co.uk](mailto:info@saheliya.co.uk) or post to  
Saheliya 125 McDonald Road, Edinburgh EH7 4NW

**CVs will not be accepted**

***\* The Equality Act 2010 (part 1, Schedule 9) applies to the above posts. Applications are therefore restricted to female candidates only. All posts are subject to enhanced checks by Disclosure Scotland.***



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